

22579VIC

**Course in Verifying the Correct Use of
Adrenaline Injector Devices**

Version 3.1 – 9 February 2026

This course has been accredited under Part 4.4 of the
Education and Training Reform Act 2006

**Accredited for the period: 1 July 2021 to 30 June
2026**



22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices

Version History	Comments	Date
Version 3.1	<ul style="list-style-type: none"> Update contact details in A2 and A5 	9 February 2026
Version 3.0	<ul style="list-style-type: none"> Minor amendment to remove the word 'injector' from 'adrenaline injector device/s' from the unit VU23086 and relevant sections of the course document so it reads 'adrenaline device/s' to allow flexibility in training/assessment using devices which are non-injectable. <p>Unit title and course title remain unchanged.</p>	20 November 2025
Version 2.0	<ul style="list-style-type: none"> Amendment to <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> requirements in Section B 5.2 Entry Requirements. Copyright owner details and contact information in Section A, updated. 	5 June 2023
Version 1.0	Initial release approved to commence from 1 July 2021.	17 March 2021

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Section A: Copyright and course classification information

<p>1. Copyright owner of the course</p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria on behalf of the Department of Jobs, Skills, Industries and Regions (DJSIR) Victoria.</p> <p>© State of Victoria (DJSIR) 2021.</p>
<p>2. Address</p>	<p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industry and Regions (DJSIR) GPO Box 4509 MELBOURNE VIC 3001</p> <p>Organisational contact Manager, National Systems Engagement & Reform Unit Engagement & Reform Branch Victorian Skills Authority Department of Jobs, Skills, Industry and Regions (DJSIR) Email: course.enquiry@djsir.vic.gov.au</p> <p>Day-to-day contact Specialist Adviser: Vocational Qualifications & Reform Unit Human and Personal services Swinburne University of Technology Email: cmmhs@swin.edu.au</p>
<p>3. Type of submission</p>	<p>Re-accreditation</p>
<p>4. Copyright acknowledgement</p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2021</p>
<p>5. Licensing and franchise</p>	<p>Copyright of this material is reserved to the Crown in the right of the State of Victoria.</p> <p>© State of Victoria (DJSIR) 2021.</p> <p>This work is licensed under a Creative Commons Attribution-No Derivatives 4.0 International licence (see Creative Commons for more information).</p> <p>You are free to use, copy and distribute to anyone in its original form if you attribute the State of Victoria (DJSIR) as the author and you licence any derivative work you make available under the same licence.</p> <p>Request for other use should be addressed to:</p> <p>Deputy CEO Victorian Skills Authority Department of Jobs, Skills, Industries and Regions (DJSIR) GPO Box 4509 MELBOURNE VIC 3001</p> <p>Email: course.enquiry@djsir.vic.gov.au</p>



6. Course accrediting body	Victorian Registration and Qualifications Authority	
7. AVETMISS information	ANZSCO Code <i>(Australian and New Zealand Standard Classification of Occupations)</i>	GEN20 Non-industry specific training
	ASCED Code – 4 digit <i>(Field of Education)</i>	0699 Other Health
	National course code	22579VIC
8. Period of accreditation	1 July 2021 – 30 June 2026	



Section B: Course information

1. Nomenclature		Standard 1 AQTF Standards for Accredited Courses
1.1 Name of the qualification	Course in Verifying the Correct Use of Adrenaline Injector Devices	
1.2 Nominal duration of the course	2 hours	
2. Vocational or educational outcomes		Standard 1 AQTF Standards for Accredited Courses
2.1 Purpose of the course	<p>The purpose of this course is to equip nominated Victorian school staff with the required skills and knowledge to verify that an individual who has undertaken the Australasian Society of Clinical Immunology and Allergy (ASCIA) <i>Anaphylaxis e-training for Victorian Schools</i> can demonstrate correct use of adrenaline devices. They will be able to verify correct use of all adrenaline devices prescribed in the ASCIA e-training and are currently approved for use and available in Australia.</p> <p>Graduates of this course <u>will not</u> have the skills and knowledge to train others to be a verifier, to manage anaphylaxis, or how to use adrenaline devices.</p>	
3. Development of the course		Standards 1 and 2 AQTF Standards for Accredited Courses
3.1 Industry / enterprise/ community needs	<p>The Victorian Department of Education and Training (DET), Health and Engagement Unit identified an increasing demand in schools for the management of anaphylaxis and to skill staff appropriately to manage students known to be at risk of anaphylaxis. In response, the training prescribed in the <i>Education and Training Reform Act 2006: Ministerial Order No 706: Anaphylaxis Management in Victorian schools</i> was updated.</p> <p>The Australasian Society of Clinical Immunology and Allergy (ASCIA) developed anaphylaxis e-training tailored to the policy environment of Victorian Schools on behalf of the DET. From January 2016, Ministerial Order 706 recognised <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> as approved training for Victorian schools to meet their anaphylaxis management training requirements.</p> <p>The previous version of this course, the <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> was developed in 2015 (accredited from 01/01/2016) to compliment the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>. This</p>	

22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices – v2.0

accredited course addresses the required skills and knowledge for a school anaphylaxis supervisor to conduct a verification activity and perform the function of verifier to ensure that Victorian school staff who have undertaken the ASCIA e-training can demonstrate correct use of adrenaline devices.

Ongoing need for this accredited course

The [Victorian school Anaphylaxis Guidelines](#) state “approximately 80% of all Victorian government schools have a child enrolled who is at risk of anaphylaxis.”

DET recommends that all school staff undertake the *ASCIA Anaphylaxis e-training for Victorian Schools* and that schools nominate 2 staff members from each campus to become school anaphylaxis supervisors. Completion of this course, the *Course in Verifying the Correct Use of Adrenaline Injector Devices*, is required for nominated school staff to qualify as a school anaphylaxis supervisor. In addition, refresher training in this course is required every 3 years, in accordance with *Ministerial Order 706* and outlined in the *Victorian school Anaphylaxis Guidelines*.¹ These factors will see the ongoing uptake of this course for the next 5-year accreditation period.

Enrolment data

NCVER Total VET Activity enrolment data for the previous course *22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices* (accredited for the period 01/01/2016-30/06/2021) is outlined in the following table for the years 2016-2019.

NCVER Total VET Activity enrolment data for 22303VIC					
<i>Data extracted 03/09/2020</i>	2016	2017	2018	2019	Total
Victoria	2314	515	418	1547	4801
ACT	0	0	10	0	10
TOTAL	2314	515	434	1547	4815

NCVER Total VET Activity enrolment data for 2020 will not be available until mid-2021. The sole RTO delivering 22303VIC, Asthma Australia, has advised the CMM Service that in 2020 there have been 832 enrolments.

¹ Ministerial Order 706 – section 12.2.1 (see [Ministerial Order](#) for more information); Department of Education and Training, Victorian school Anaphylaxis Guidelines(staff training): (see [DET website](#) for more information)

The significant number of enrolments in 2016 reflects *Ministerial Order 706* coming into effect from 1st January 2016. The enrolment numbers from 2017 and 2018 reflect the ongoing training of nominated school staff members and the increased enrolments in 2019 suggests a return of the 2016-cohort to undertake refresher training.

Target group for this course

The target group of candidates for this course are staff members of Victorian schools who have been nominated to become school anaphylaxis supervisors and will undertake verification activities. Verification may also be performed by additional school staff who undertake this training.

Course consultation and validation process

The development of the *22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices* was overseen by a project steering committee.

Course consultation and development involved:

- Project steering committee input via email, telephone consultation, meetings and out-of-session feedback on drafts to review and evaluate course content and structure.
- Review and validation of the skills and knowledge requirements of the existing course.
- A review of the [Victorian school Anaphylaxis Guidelines](#) and the [School Supervisors' Observation Checklist](#) to inform the course contents.

Members of Project Steering Committee:

Kathryn Rigopoulos	The Royal Children's Hospital; School Nurse and School Anaphylaxis Supervisor
Carol Whitehead	The Royal Children's Hospital
Dr Katie Frith	Australasian Society of Clinical Immunology and Allergy (ASCI)
Sally Voukelatos	Allergy and Anaphylaxis Australia
Sandra Vale	National Allergy Strategy
Richard Karthigesu	Asthma Australia
Phillipa Wilson	Premium Health
Debbie Leslie	Department of Education and Training (Victoria)
Andrew Fleming	Community Services & Health Industry Training Board (Victoria)

In attendance:

	<p>Autumn Shea Curriculum Maintenance Manager (CMM) for Human Services</p> <p>Jennifer Fleischer CMM Service Project Officer</p> <p>This course:</p> <ul style="list-style-type: none"> • does not duplicate, by title or coverage, the outcomes of an endorsed training package qualification • is not a subset of a single training package qualification that could be recognised through one or more statements of attainment or a skill set • does not include units of competency additional to those in a training package qualification that could be recognised through statements of attainment in addition to the qualification • does not comprise units that duplicate units of competency of a training package qualification.
<p>3.2 Review for re- accreditation</p>	<p>The review for reaccreditation took into consideration feedback from the course monitoring and evaluation processes; current DET School Anaphylaxis Guidelines and School Supervisors' Observation Checklist; ASCIA Action Plans and First Aid Plan; and guidance from the Project Steering Committee.</p> <p>The following change was incorporated during this reaccreditation:</p> <ul style="list-style-type: none"> • Updating terminology and unit contents to align to the current ASCIA Action Plans and First Aid Plan and the current DET School Supervisors' Observation Checklist. • Removing references to specific brands of adrenaline devices e.g. EpiPen®, from the units to 'future-proof' this course for other models being approved for release on the Australian market. • Changes to the additional competency and currency requirements for trainers and assessors of this course to include 10710NAT as an option and change to the frequency of refresher training required. • Amendment to the wording/expression (but not intent) of the entry requirements including which accredited courses evidence competency in using adrenaline device/s. <p>This course, the <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> replaces and is equivalent, to the <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i>.</p> <p>The following transition table identifies the relationship between units from this re-accredited course to units from the replaced</p>

		course, <i>22303VIC Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</i> .		
		Transition Table		
		Unit from: 22579VIC	Unit from: 22303VIC	Relationship
		VU23086 - Verify the correct use of adrenaline injector devices	VU21802 - Verify the correct use of adrenaline autoinjector devices	Equivalent
4. Course outcomes		Standards 1, 2, 3 and 4 AQTF Standards for Accredited Courses		
4.1 Qualification level	<i>Standards 1, 2 and 3 AQTF Standards for Accredited Courses</i> <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> meets an identified industry need, but does not have the breadth, depth or volume of learning of an Australian Qualification Framework (AQF) qualification.			
4.2 Employability skills	<i>Standard 4 AQTF Standards for Accredited Courses</i> Not applicable			
4.3 Recognition given to the course	<i>Standard 5 AQTF Standards for Accredited Courses</i> Not applicable			
4.4 Licensing/ regulatory requirements	<i>Standard 5 AQTF Standards for Accredited Courses</i> There are no licensing or regulatory requirements relating to this course.			
5. Course rules		Standards 2, 6,7 and 9 AQTF Standards for Accredited Courses		
5.1 Course structure				
To be eligible for the award of a Statement of Attainment for the 22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices , participants must successfully complete the unit listed in table below.				
Unit of competency code	Field of Education code	Unit of competency title	Pre-requisite	Nominal hours
VU23086	069907	Verify the correct use of adrenaline injector devices	None	2

	Total nominal hours
<p>5.2 Entry requirements</p>	<p align="center">2</p>
	<p><i>Standard 9 AQTF Standards for Accredited Courses</i></p> <p>Entrants to the <i>22579VIC Course in Verifying the Correct Use of Adrenaline Injector Devices</i> must:</p> <ul style="list-style-type: none"> • Have undertaken the current version of the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>: <ul style="list-style-type: none"> ○ within last 12 months (i.e., their <i>ASCIA e-training certificate</i> was issued no more than 12 months ago), and ○ can evidence successful completion of this e-training with an <i>ASCIA e-training certificate</i> which has been signed in accordance with current Victorian School Anaphylaxis Guidelines. <ul style="list-style-type: none"> ▪ Exception to this requirement applies to: Course entrants who have undertaken the current version of the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> <u>less than</u> 30 days prior to enrolment in <i>22579VIC</i>. These individuals may enrol in <i>22579VIC</i> holding an <i>ASCIA e-training certificate</i> which has <u>not yet been signed</u> in accordance with current Victorian School Anaphylaxis Guidelines, providing the <i>ASCIA e-training certificate</i> was issued less than 30 days prior <p>AND</p> <ul style="list-style-type: none"> • Hold a Statement of Attainment for either of the following courses which have been completed within the timeframe specified in current Victorian School Anaphylaxis Guidelines: <ul style="list-style-type: none"> ○ 22300VIC/22578VIC Course in First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>) <p>OR</p> <ul style="list-style-type: none"> ○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous version of this course</i>) <p>Learners enrolling in this course are best equipped to successfully undertake the course if they have as a minimum, language, literacy and communication skills that align to Level 3 of the Australian</p>

	<p>Core Skills Framework (ACSF), see the ACSF website for more information.</p> <p>Learners with language, literacy and communication skills at a lower level than suggested may require additional support to successfully undertake the course.</p>
6. Assessment	Standards 10 and 12 AQTF Standards for Accredited Courses
6.1 Assessment strategy	<p><i>Standard 10 AQTF Standard for Accredited Courses</i></p> <p>All assessment, including Recognition of Prior Learning (RPL), must be compliant with the requirements of:</p> <ul style="list-style-type: none"> • Standard 1 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 4.1 and 4.2 of the VRQA Guidelines for VET Providers, <p>or</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations 2015 (SRTOs), <p>or</p> <ul style="list-style-type: none"> • the relevant standards and Guidelines for RTOs at the time of assessment. <p>Assessment strategies should be designed to:</p> <ul style="list-style-type: none"> • Cover the range of skills and knowledge required to demonstrate achievement of competence • Collect evidence on a number of occasions to suit a variety of contexts and situations • Be appropriate to the knowledge, skills, methods of delivery and needs and characteristics of learners • Recognise prior learning • Assist assessors to interpret evidence consistently • Be equitable to all groups of learners <p>Assessment strategies for this course should be developed to simulate the workplace environment as closely as possible and reflect current industry practice. RTOs must:</p> <ul style="list-style-type: none"> • Develop strategies based on consultation with industry stakeholders • Monitor and improve the effectiveness of assessment strategies based on data gathered from industry stakeholders and learners. <p>Assessment methods must include the practical application of knowledge and demonstration of skills, and may also include:</p> <ul style="list-style-type: none"> • Oral and written questioning related to underpinning knowledge • Problem solving activities

	<ul style="list-style-type: none"> • Role play/ simulated activities • Direct observation
<p>6.2 Assessor competencies</p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Assessment must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> • Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guidelines 3 of the VRQA Guidelines for VET Providers, <p>or</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations 2015 (SRTOs), <p>or</p> <ul style="list-style-type: none"> • the relevant standards and Guidelines for RTOs at the time of assessment. <p>Additional Requirements</p> <p>In addition, it has been determined that assessors are required to:</p> <ul style="list-style-type: none"> • Hold a Statement of Attainment for 22300VIC/22578VIC First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>) OR 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>) • Have successfully completed <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>. • Maintain currency by undertaking refresher training at least every two (2) years in the following and whenever a new adrenaline device enters the market, or: <ul style="list-style-type: none"> ○ <i>ASCIA Anaphylaxis e-training for Victorian Schools, AND</i> ○ The 'Provide first aid management of anaphylaxis' unit from the <i>Course in First Aid Management of Anaphylaxis</i>, OR ○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>).
<p>7. Delivery Standards 11 and 12 AQTF Standards for Accredited Courses</p>	
<p>7.1 Delivery modes</p>	<p><i>Standard 11 AQTF Standards for Accredited Courses</i></p> <p>This course may be delivered in a variety of modes, including via:</p> <ul style="list-style-type: none"> • Classroom delivery • Workplace or simulated workplace • Blended learning

	<p>Where possible, participants should be exposed to real work environments and examples/case studies.</p> <p>Strategies should be selected to reflect the nature of the elements and performance criteria and the needs of the participants. An appropriate mix of knowledge and skills development is important.</p>
<p>7.2 Resources</p>	<p><i>Standard 12 AQTF Standards for Accredited Courses</i></p> <p>Resources required to deliver this course include:</p> <ul style="list-style-type: none"> • Training facilities and equipment • Related range of texts, references and audio/visual material • Simulated verification environment • Current ASCIA Action Plan for Anaphylaxis, ASCIA Action Plan for Allergic Reactions and ASCIA First Aid Plan • Current <i>School Supervisors' Observation Checklist</i> (developed by the Department of Education and Training Victoria) • Trainer devices for all adrenaline devices currently approved for use and available in Australia, as identified in the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>. • Relevant workplace documentation, including organisational policies and procedures • An individual to role-play a verification-candidate (i.e. role-play a staff member seeking verification of their use of adrenaline devices following e-training) • Role-playing casualty or appropriate simulated casualty • Required resources for conducting a verification activity as specified in the <i>School Supervisors' Observation Checklist</i> <p>RTOs must ensure that reference material is consistent with current ASCIA Guidelines and Victorian School Anaphylaxis Guidelines.</p> <p>Trainers:</p> <p>Training must be undertaken by a person or persons in accordance with:</p> <ul style="list-style-type: none"> • Standard 1.4 of the AQTF: Essential Conditions and Standards for Initial/Continuing Registration and Guideline 3 of the VRQA Guidelines for VET Providers, <p>or</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations 2015 (SRTOs), <p>or</p> <ul style="list-style-type: none"> • the relevant standards and Guidelines for RTOs at the time of assessment.

	<p>Additional Requirements</p> <p>In addition, it has been determined that trainers are required to:</p> <ul style="list-style-type: none"> • Hold a Statement of Attainment for 22300VIC/22578VIC First Aid Management of Anaphylaxis (<i>or equivalent re-accredited version of this course</i>) OR 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>) • Have successfully completed <i>ASCIA Anaphylaxis e-training for Victorian Schools</i>. • Maintain currency by undertaking refresher training at least every two (2) years and whenever a new adrenaline device enters the market, or in the following: <ul style="list-style-type: none"> ○ ASCIA Anaphylaxis e-training for Victorian Schools, AND ○ The ‘Provide first aid management of anaphylaxis’ unit from the <i>Course in First Aid Management of Anaphylaxis</i>, OR ○ 10710NAT Course in Allergy and Anaphylaxis Awareness (<i>or equivalent previous or re-accredited version of this course</i>).
<p>8. Pathways and articulation</p>	<p>Standard 8 AQTF Standards for Accredited Courses</p>
	<p>There are no formal articulation arrangements in place.</p>
<p>9. Ongoing monitoring and evaluation</p>	<p>Standard 13 AQTF Standards for Accredited Courses</p>
	<p><i>Standard 13 AQTF Standards for Accredited Courses</i></p> <p>The Curriculum Maintenance Manager for Human Services is responsible for the ongoing monitoring and evaluation of this course</p> <p>A review of the course will take place at the mid-point of the accreditation period. Feedback will be sought via surveys or one-on-one consultations from the project steering committee involved in the reaccreditation of this course, RTOs who deliver the course and other key stakeholders.</p> <p>The Victorian Registration and Qualifications Authority (VRQA) will be notified of significant changes to the course/s resulting from course monitoring and evaluation processes.</p>

Section C—Units of competency

The following unit of competency has been developed for this course and is attached in this section:

- VU23086 - Verify the correct use of adrenaline injector devices



Unit code	VU23086
Unit title	Verify the correct use of adrenaline injector devices
Unit Descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to be able to verify that individuals who have undertaken the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> can demonstrate correct use of required adrenaline devices. This includes preparing for the verification activity, conducting the verification activity with reference to the required checklist, and completing workplace documentation.</p> <p>This unit of competency contributes towards meeting the requirements of <i>Ministerial Order No 706: Anaphylaxis Management in Victorian Schools</i>.</p>
Employability Skills	This unit contains Employability Skills.
Application of the Unit	<p>The role of the verifier is part of the role of school anaphylaxis supervisor; but is a function that may also be performed by other school staff who have met the training requirements.</p> <p>The skills and knowledge described in this unit is only relevant to the Victorian school environment. It applies to Victorian school staff who have responsibility for conducting verification activities and performing the function of a trained verifier. Trained verifiers observe Victorian school staff who have undertaken the <i>ASCIA Anaphylaxis e-training for Victorian Schools</i> and verify that they can demonstrate correct use of all adrenaline devices currently approved for use and available in Australia, as identified in the ASCIA anaphylaxis e-training.</p>

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold/italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

- | | |
|--------------------------------------|---|
| 1. Prepare for verification activity | 1.1 Collect relevant verification resources
1.2 Confirm the candidate has had the opportunity to practise using the trainer device/s prior to verification activity
1.3 Confirm successful completion of the ASCIA Anaphylaxis e-training for Victorian Schools
1.4 Discuss and confirm with the candidate, in a culturally sensitive |
|--------------------------------------|---|



manner, the **evidence required and verification process**

- | | |
|---|---|
| 2. Verify the candidate with reference to the School Supervisors' Observation Checklist | <p>2.1 Obtain confirmation of the candidate's knowledge of the main components and functions of available adrenaline device/s</p> <p>2.2 Question the candidate on the appropriate checks of the adrenaline devices/s prior to use</p> <p>2.3 Observe demonstration of correct positioning for management of anaphylaxis, in accordance with the current ASCIA Action Plans and/or First Aid Plan</p> <p>2.4 Confirm that the candidate can correctly place and activate the trainer device/s, in accordance with current ASCIA advice, on a simulated casualty</p> <p>2.5 Confirm the candidate's knowledge of the appropriate procedures for dealing with used adrenaline devices/s</p> <p>2.6 Provide the candidate with clear and constructive feedback and opportunity to amend incorrect use, where necessary</p> <p>2.7 Advise the candidate of the outcome of the verification activity</p> |
| 3. Complete required documentation | <p>3.1 Accurately record the details of the verification activity and outcome, in accordance with the current School Supervisors' Observation Checklist</p> <p>3.2 Refer candidates who have not satisfied the verification activity requirements back to ASCIA Anaphylaxis e-training for Victorian Schools for further training</p> |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Required Skills:

- Planning and organising skills to:
 - plan verification activity and processes
 - collect and confirm relevant verification resources
 - apply required tools and processes for the verification activity
- Observation skills to verify the candidate's performance
- Communication skills to:
 - provide constructive feedback and advise on outcome of the verification activity
 - communicate in a manner which is appropriate to the culture of the workplace and the individual
 - use appropriate verbal and non-verbal language to promote a supportive verification environment



- Literacy skills to:
 - read and interpret relevant information
 - Prepare required documentation
 - Record verification activity in required format and in accordance with the organisation's requirements

Required Knowledge:

- Need for urgent administration of adrenaline in the onset of anaphylaxis
- Directions for use of adrenaline device/s listed within the current ASCIA Action Plans and First Aid Plan
- Cultural sensitivity and equity considerations in verification activities
- Resources required for undertaking a verification activity
- Components and functions of all adrenaline devices currently approved for use and available on the Australian market, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Checks required on adrenaline device/s to confirm their suitability for use
- Correct positioning of casualty for management of anaphylaxis
- Appropriate positioning of the person administering the adrenaline device/s, in relation to the casualty
- Correct placement and activation of the adrenaline device/s
- Correct procedures for dealing with used adrenaline device/s
- Verification activity recording and reporting requirements

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording in the Performance Criteria is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts

- Verification resources:**
- Must include:
 - Trainer devices for all adrenaline devices currently approved for use and available on the Australian market, as identified in the *ASCIA anaphylaxis e-training for Victorian Schools*
 - School Supervisors' Observation Checklist (developed by the Victorian Department of Education and Training)
 - Current ASCIA Action Plans and First Aid Plan
 - May include:
 - Resources for remote verification where face to face



verification is not possible

Evidence required and verification process must include:

- Verification is undertaken within 30 days of successful completion of *ASCIA Anaphylaxis e-training for Victorian Schools*
- Candidate confirms they have practised using the trainer device/s prior to verification activity or is provided with an opportunity prior to the assessment of their skills
- Skills demonstration by the candidate needs to be witnessed/observed in real-time by the verifier
- Skills demonstration by the candidate involves the use of trainer device/s for all adrenaline devices currently approved for use and available on the Australian market, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Skills demonstration is performed by the candidate on a role-playing casualty or appropriate simulated casualty

Components include:

- For all devices identified in the ASCIA e-training:
 - The needle
 - The safety mechanism
 - The component that triggers the device to administer the medication
 - The label of the device

Appropriate checks include:

- Correct drug
- Correct adrenaline device for the casualty
- Expiry date

Correct positioning refers to:

- Laying casualty flat unless breathing is difficult
- If breathing is difficult, allowing casualty to sit with legs outstretched
- Not holding infant upright
- Not allowing casualty to stand, walk, or sit up suddenly
- Placing casualty in recovery position (left lateral recovery position for pregnant casualties), if unconscious or vomiting

Correctly place involves:

- Hold the leg still and administer adrenaline to the outer mid-thigh
- Placement in accordance with current ASCIA advice

Dealing with used adrenaline device/s involves:

- Handling the used adrenaline device/s carefully where there is a risk of needle stick injury
- Recording the time of application of the adrenaline device/s in the correct manner
- Retaining the used adrenaline device/s correctly until handover to the ambulance, doctor or hospital

Feedback may include:

- The candidate's:
 - Positioning of the casualty for management of anaphylaxis
 - Positioning of the person administering the adrenaline device/s in relation to the casualty
 - Use of the adrenaline device/s
- Limit on the number of attempts allowed to demonstrate correct use, as specified in *School Supervisors' Observation Checklist*.
- Failure to comply with criteria specified in the *School Supervisors' Observation Checklist*

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

To be assessed as competent in this unit, the learner must be able to demonstrate the knowledge and skills required to achieve the elements of competency as defined by the associated performance criteria.

Specifically, they must be able to:

- Organise resources and an environment in which to conduct the verification process.
- Collect required verification evidence and relevant information prior to undertaking the verification activity
- Observe, in real time during a simulated verification activity, the candidate's practical demonstration of:
 - use of adrenaline trainer device/s
 - correct positioning of the simulated casualty
 - their own positioning in relation to the casualty
- Identify incorrect use of adrenaline device/s and provide candidate with opportunity to amend incorrect use, where necessary

- Record and store the outcomes of the verification process in accordance with the organisation's requirements
- Complete relevant documentation, including the *School Supervisors' Observation Checklist* and the *ASCIA Anaphylaxis e-training for Victorian Schools Certificate*

Context of and specific resources for assessment

Assessment should be conducted in a simulated verification environment involving practical application of knowledge and demonstration of skills required to conduct a verification activity.

Resources required for assessment must include:

- Simulated verification environment
- Current ASCIA Action Plans and First Aid Plan
- Current *School Supervisors' Observation Checklist* (developed by the Department of Education and Training Victoria)
- Trainer devices for all adrenaline devices currently approved for use and available in Australia, as identified in the *ASCIA Anaphylaxis e-training for Victorian Schools*
- Relevant workplace documentation, including organisational policies and procedures
- An individual to role-play a verification-candidate (i.e. role-play a staff member seeking verification of their use of adrenaline device/s following e-training)
- Role-playing casualty or appropriate simulated casualty
- Required resources for conducting a verification activity as specified in the *School Supervisors' Observation Checklist*

Method of assessment

Assessment methods must include the practical application of knowledge and demonstration of skills, and may also include:

- Oral and written questioning related to underpinning knowledge
- Problem solving activities
- Role play/ simulated activities
- Direct observation