

NZ Certificate in Health and Wellbeing (Level 3) Orderly Services Strand



Work-based learning supported by **online** and **paper-based** learning resources and assessments

50-51 credits

Expected duration:
8 months

Ideal for:

- Orderlies usually employed in a hospital, and/or other inpatient healthcare setting

Programme overview

This programme leads to the New Zealand Certificate in Health and Wellbeing (Level 3) Orderly Services Strand qualification.

This programme is aimed at developing the skills and knowledge required to support a healthcare facility through the provision of orderly services.

Graduates will benefit by gaining recognition of transferable skills and knowledge that is valued across the health and wellbeing sector.

How the learning is delivered and assessed

This programme is delivered in the workplace, with the support of the employer and Careerforce.

Online learning and assessment can be completed through Aka Toi, Careerforce's online learning platform which includes interactive learning activities, theory content and assessment. Paper-based learning and assessment is also available. Employers should contact the Workplace Advisor to find out more about these options.

Workplace and learner requirements

Workplace: The employer is responsible for coordinating the learner's on-job training activities and support in the workplace. Employers are encouraged to work alongside Careerforce to support staff to remain motivated and successful in their learning journey.

Learner: Learners are encouraged to try to manage their work and training commitments as best they can and complete them within the timeframe agreed between themselves, their assessor and their employer. Learners are required to achieve at least 10 credits per calendar year.

Learner support

Learners who enrol in a Careerforce programme receive a series of supports to help keep them proactive, engaged and successful in their learning.

Learning outcomes:

- Providing orderly services to support the effective functioning of a healthcare facility e.g. moving and storing equipment and transporting people safely.
- Operating ethically and professionally in a health or wellbeing setting.
- Communicating with others to support people's health and wellbeing.

Literacy and numeracy support

Difficulties with learning can be a barrier to success. The Tertiary Education Commission (TEC) requires that workplace training includes identifying learners who may need extra support on their learning journey. Learners may be required to complete a literacy and numeracy assessment as part of this programme.

Grants and funding available

Several grants and funding options are available to help meet the costs of attaining Careerforce qualifications. You can view these options at

careerforce.org.nz/fees-funding

How to get started

Workplaces can enrol learners at any time, but first:

- The employer and learner must agree to the suitability of the programme to complete.
- Contact the Careerforce Workplace Advisor for your region at careerforce.org.nz/cwa

Scan the QR code to find out more:

See the fees, entry criteria and other information about this programme on our website.

