Interested in completing the Diploma of Breastfeeding Management?

Essential pre-course information for the 10243NAT Diploma of Breastfeeding Management

ALL RELEVANT ABA POLICIES CAN BE ACCESSED ON THE ABA WEBSITE
www.breastfeeding.asn.au
This information guide has been formatted for double sided printing.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
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<tr>
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The Australian Breastfeeding Association receives funding from the Australian Government.
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Interested in completing the Diploma of Breastfeeding Management with the Australian Breastfeeding Association?

We welcome your interest in completing the Diploma of Breastfeeding Management with ABA.

Before you make your decision we encourage you to think carefully about what is involved as completing the Diploma course does take time and commitment.

The aim of this pre-course information booklet is to provide you with the information you need to make your decision.

How ABA philosophies, policies and ethical conduct underpin the work of the Association

ABA’s Vision
Breastfeeding is recognised as important by all Australians and is culturally normal.

ABA’s Mission
As Australia’s leading authority on breastfeeding, we support, educate and advocate for a breastfeeding inclusive society.

ABA has a Code of Ethics that underpins the work that ABA does in supporting mothers and babies. This code of Ethics includes working collaboratively with hospitals and other health-care providers.

You may like to read The Code of Ethics and the Position Statement on Breastfeeding. These are available to read and download on the ABA website www.breastfeeding.asn.au in the ‘About ABA’ section.

ABA has Position Statements on a range of issues including breastfeeding, safe infant sleep, immunity and donor milk, and these may be accessed on the ABA website as above.

The diploma course explores a range of viewpoints and is based on the latest evidence-based research. It also acknowledges the legislative requirements and constraints of working as a health professional in today’s health care environment.
All learners are required to comply with copyright provisions for Australian Breastfeeding Association training materials and resources, as they are the intellectual property of the Association. This means any ABA resources and materials that are provided during the course cannot be reproduced by part or whole. Acknowledgement needs to be given whenever any ABA resources and materials are quoted or referred to.
The 10243NAT Diploma in Breastfeeding Management

The Diploma has 12 units in total to complete, comprising 8 core units and 4 elective units.

The units in the course offer learners skills and knowledge in the following areas:

- taking lactation histories and conducting breastfeeding assessments
- management of common breastfeeding problems
- providing counselling to support breastfeeding
- infant and maternal nutrition during lactation
- protecting and supporting breastfeeding
- legal and ethical considerations in breastfeeding support
- evaluating and counselling on the use of breastmilk substitutes
- evaluation of human lactation research

The structure of the courses and an outline of what each unit covers are provided in this information booklet in Appendix 3 and Appendix 4.

The course will expire on 30th June 2021. Following this there will be a 12 month teach-out period for the course. This means all units for the course/s must be completed by 30th June 2022 to be awarded the current qualification.

Am I eligible to do the course?

This qualification is appropriate for professionals working in the health industry as well as volunteer workers in the breastfeeding information and support industry.

Essential entry requirements

Entrants to the Diploma of Breastfeeding Management must:

- meet the requirements for working with children in the relevant Australian State/Territory.
- have access to a workplace environment (volunteer or paid) that provides breastfeeding information and support to women in order to complete required practical assessments.
- have high level language, literacy and numeracy levels - sufficient to interpret complex documents, critically evaluate research, document case histories, complete reports, establish and maintain effective communication with a range of clients and reflect on quality of service provided.

Recommended entry requirements

Entrants should have:
• a health professional background or equivalent volunteer or other experience related to the care of women and families

Computer devices and internet connection are essential during training as the delivery of the diploma course will contain some flexibility, including options to view online content and all the assessment kits are in digital format.

How do I enrol?

• Phone Training Administration at ABA Head Office on 9690 4620 and have a pre-enrolment discussion with a Training and Education officer
• Complete the online enrolment form
• Pay the administration fee online

How much does it cost to complete the course?

The 10243NAT Diploma of Breastfeeding Management costs a total of $9,500 which is paid in instalments as detailed below:

• Administration fee $500 (must be paid at enrolment and is non-refundable)
• 8 monthly instalments of $1,125
• The instalments must be paid before each of the 8 workshops

The initial enrolment fee includes personal membership to ABA. This is essential to ensure learners are covered for indemnity insurance.

If you are already a personal member of ABA, your membership will be extended by 12 months when you enrol in the diploma course.

Also included in the enrolment fee is a copy of Breastfeeding Management in Australia 4th ed, edited by Wendy Brodribb.

If you are interested in completing only a small number of units of the Diploma of Breastfeeding Management, enquire with the Training and Education Officer by emailing diplomacourse@breastfeeding.asn.au or by phoning ABA Head Office on (03) 9690 4620 and asking for the Training and Education Officer.

Learners may be able to apply for Recognition of Prior Learning at a cost of $350 per unit.

Other costs may include:

• incidental telephone, data/internet and/or postage costs related to study
• stationery and computer-related costs
• personal copies of breastfeeding and counselling texts if purchased
• travel/accommodation at workshops
• cost of a ‘Working with Children Check’ or equivalent checks in relevant states
Government funding entitlements

You may be accessing any government funding entitlement that may reduce your ability to access such funding in the future (such as arrangements that limit funding to one qualification for a person). If you are, please check with your state funding eligibility.

Currently there is no assistance available via the VET Student Loans or VET FEE-HELP programs.

Cancellation policy

For enrolments cancelled more than 21 days before program or course commencement:

If a client cancels enrolment in a program or course 21 days or more before commencement, ABA will refund the course fees (non-refundable registration fees are excluded) and charges paid by/or for the client for a program or course. ABA will also cancel any remaining payments that have been scheduled in respect of the enrolment.

For enrolments cancelled between 14 to 21 days before program or course commencement:

If a client cancels enrolment in a program or course between 14 to 21 days before commencement, ABA will refund 50% of the fees and charges (non-refundable registration fees are excluded) paid by or for the client.

For enrolments cancelled 21 days or less prior to or after course commencement:

If a client cancels enrolment in a program or course 14 days or less, prior to, or after course commencement, ABA will not refund any fees and charges paid by or for the client except in exceptional circumstances.

Refund policy

For information on refunds, applicants are directed to the Training refunds and cancellations policy on the ABA website.
Why the diploma is work based learning - an explanation of competency-based training and assessment

The diploma delivered by ABA is competency-based training. Competency-based training in the Vocational Education and Training (VET) system focuses on the application of skills and knowledge to the standard of performance required in the workplace.

Competency-based training places specific emphasis on:
A. The components of jobs
B. What you need to know to do a job
C. The standard of performance required to do the job
D. Assessment

In competency-based training, it is a requirement that learners are given opportunities to practise their skills wherever possible in a work environment. As part of the diploma you will need to apply the material you are learning to your workplace environment or a simulated work environment.

The language, literacy and numeracy skills required in a competency-based training and assessment program need to be consistent with the skills required for the performance of that task role in the particular industry or workplace. In this course we seek to build you communication and empathy skills so you are able to work effectively with breastfeeding mothers.

Competency-based assessment is the process of collecting evidence and making judgements against set criteria. It is a requirement that competency standards must be demonstrated, not just known. A learner has to be able to demonstrate that they are competent in a variety of ways and over a period of time.

Course Expectations
It is expected that learners will have read the background references prior to attending workshops. Learners will also be required to do background reading and preparation of assessment tasks in their own time. Learners will need to be able to apply the material to their workplace or to a simulated workplace. Some units have pre-requisites that must be completed prior to commencing them, the only exception being where some units may be clustered together for delivery.

Flexible Delivery and Assessment in ABA
The delivery of the diploma course will contain some flexibility, including options to attend face-to-face workshops or to view online content.

Learners must attend face-to-face workshops for the following units:
BFMCOM502 Communicate effectively with clients to support breastfeeding
BFMCSL503 Provide counselling to support breastfeeding
BFMCUL509 Facilitate culturally-appropriate breastfeeding counselling

All workshops for the course are currently be held in Melbourne.
Assessment of learners takes place when learners have completed the competencies required for the unit. It is expected that assessments are completed and submitted within four weeks of completing the unit. All assessments must follow the guidelines for conducting assessment. All assessments in ABA will be conducted following the principles of assessment.

That is they will be fair, valid, reliable and flexible and using the rules of evidence to ensure evidence collected of competency is current, valid, authentic, sufficient.

Training is offered in a variety of forms to suit the needs of the learners and to ensure all the competencies are met.

**Quality Assurance Guarantee**

ABA’s mission is:

As Australia’s leading authority on breastfeeding:

- To educate society and support mothers, using up-to-date research findings and the practical experiences of many women.
- To influence society to acknowledge breastfeeding as normal, and important to skilled and loving parenting.

ABA is committed to providing a high standard of training to its learners. ABA has in place ongoing review systems that address learner needs, training delivery and assessment and organisational management. To assist with this process ABA will request feedback from learners. This will at all times be confidential and voluntary.

ABA will advise you as soon as practicable if there is a change in ownership.

**Qualifications of Trainers and Assessors**

*Please refer to the Standards for RTOs 2015 for the schedules stated below.*

To ensure that we provide training and assessment services that meet the needs of our members and industry, we have in place sufficient suitably qualified and experienced Trainers and Assessors.

Training in ABA is delivered by appropriately qualified volunteers and staff of the Association who meet the requirements described in Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015.


**Issuance of AQF qualifications**

As a RTO, ABA will issue, record and report on Qualifications and Statements of Attainment that comply with the Australian Qualifications Framework.
If you have successfully completed this training, you are entitled to receive a certificate and a record of results on award of the qualification.

If you have successfully completed only one or a few units, you are entitled to receive a statement of attainment.

You are responsible for the safe storage of your Certificate and Statement of Attainment. Replacement certificates and statements of attainment are available upon proof of identity and payment of $25 to cover the search for verification of data and the printing of the new certificate.

**Learner Health and Safety**

ABA is committed to meeting its health and safety and duty of care obligations and all learners receive safety information related to the activities they do within the Association.

**Attending training sessions and workplace training**

Safety is of great importance to ABA. We expect all learners to feel safe in undertaking their training, including while travelling to and from and attending ABA training and assessment delivery.

Learners will be informed of any specific information related to training venues and details on car parking facilities to ensure safety. In addition when weekend training workshops are held, learners will be provided with information about safe travel and car parking facilities.

**How is training delivered in ABA?**

Learners may use different methods and learning pathways to complete units. Learners have the option to complete units by:

- Recognition of prior learning. This means they do not have to attend training but complete an assessment only pathway. Training delivery and assessment. This means they must complete some method of training for the unit before being assessed.

Training is delivered:

- at workshops and training sessions
- via distance learning through access to the learning management system, viewing training sessions online, using the self-paced Study Guide and recommended texts

Learners may also undertake self-paced learning using the Study Guide and recommended texts and by accessing the online resources. The Study Guide covers the units of competency and includes appropriate reading recommendations and resources. It is important to have regular discussions with your assessor after completing each unit.
How long will training take?

The Diploma of Breastfeeding Management course is designed to be completed within 1 year. Learners progressively work through and complete units of competency. The training program offered by ABA is designed to support learners to finish within 12 months.

In general, if learners are completing the units by self-directed learning each unit should be completed at a rate of one per 4 weeks.

We encourage all trainees to progress through the course in a timely manner.

Volume of Learning:
The volume of learning for a course is determined when the course is designed and includes supervised and unsupervised activities. Organisations vary in the way the delivery of training is facilitated and depending on their skills and knowledge learners may take-differing times to complete units and the course.

The volume of learning serves as a guide to the course and unit delivery and assessment time frames. As some learners in ABA have pre-existing skills and knowledge they are able to work through course material in less time than the specified course volume of learning. The volume of learning for the 10243NAT Diploma of Breastfeeding Management is available in Appendix 2. To complete your qualification successfully the completed assessments must be submitted and assessed as competent. Learners will be issued with transcripts in July and December that record the units that have been assessed.

It is expected that learners make steady progress through their course by being involved in workshops and completing readings and assessment tasks.

What happens when I have finished my enrolment period?

All enrolments occur prior to 30th June. Learners who have not completed the course by the end of 30th June of the following year, will be required to extend their enrolment. An enrolment extension notification is sent via email. The end of semester transcript will be sent at the same time.

There are two options at enrolment extension:
1. extending training. You are required to notify training administration and pay the current enrolment extension administration fee of $200 and continue training. The extension will be valid for 6 months from your original enrolment expiry date, until 31st December.
2. withdraw or cease training. You are required to notify training administration when ceasing training. You will be issued with a statement of attainment for units completed.
Can I seek recognition for other qualifications or prior learning?

Applicants who already have evidence of existing relevant skills or qualifications can also apply for credit transfer or obtain recognition of prior learning. If their application is accepted, this means that they will be given credit for units within the course. This means they will have fewer units to complete their training.

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual’s informal learning to determine the extent to which they have achieved the required learning or competency outcomes through life circumstances such as employment, work experience, voluntary work or non-accredited training, for entry into, and/or partial or total completion of a qualification.

Recognition of Current Competence (RCC) has limited application and refers to situations where an applicant has previously successfully completed the requirements for a course and is now required to be reassessed to ensure that competence is being maintained. Typically, RCC may be required for licensing purposes, e.g. for the electrical or plumbing trades, occupational health and safety units and first aid, where skill requirements are regularly updated.

Credit transfer directly identifies which parts of a new qualification or course a person may already have, based on their current qualifications and courses attended. ABA will recognise all AQF qualifications and Statement of Attainments awarded by other Registered Training Organisations where the documents are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar.

The units that have been successfully given credit transfer will not be included in the USI system.

For further information on RPL please refer to ABA’s Policy for Recognition of Prior Learning available on the ABA website. Contact Training Administration for further information on how to apply for RPL or credit transfer. There is also more information on self-assessment to determine RPL in the Course Handbook that all new trainees receive once accepted to the diploma course.
How will I be assessed?

The 10243NAT Diploma of Breastfeeding Management includes practical aspects for many of the assessment tasks, some of which may be possible to be carried out in your workplace. Assessments will determine whether you are competent or not yet competent. If you are assessed as not yet competent you will be given clear guidance on how to achieve competency and the opportunity to do this.

As part of our quality assessment processes, all assessment tasks are reviewed and updated annually.

Learners submit their assessments to qualified ABA assessors and receive appropriate written feedback.

ABA’s Assessment Policy

Assessments in ABA will take a variety of forms to provide a sufficient range of evidence that is valid, current, sufficient and authentic to enable judgements to be made about the learner’s achievement of competency and follow the principles of validity, reliability, fairness and flexibility. ABA assessments comply with the Assessment Guidelines included in the applicable nationally endorsed Training Packages or the assessment requirements specified in accredited courses. This includes all assessors holding required qualifications, undertaking relevant ongoing education and meeting appropriate vocational competency in units they assess.

ABA assessments provide for applicants to be informed of the context and purpose of the assessment and the assessment process and focus on the application of knowledge and skill to the standard of performance required in the work environment.

All assessments are submitted with a signed coversheet declaring the authenticity of the learner’s work.

See ‘Assessment Policy’ for more information available on the ABA website.
What support and resources will I receive when training?
ABA provides resources to support your training. Some of these are:

- ABA website
- Access to the Diploma of Breastfeeding Management course on the Learning Management System

You will also receive a training package that includes:

- *Breastfeeding Management in Australia* 4th ed, edited by Wendy Brodribb
- A selection of the Breastfeeding information series booklets published by ABA
- The Study Guide for the course
- A Course Handbook

Material and equipment that the learner must provide
As course administration, communication, resource access, assessment lodgement and eLearning options are provided electronically you are required to have a computer/laptop and internet access during your training.

- A minimum standard device suitable for most courses can:
  - use a system such as Windows 7 or later, Mac OS X 10.10 or above
  - run a modern browser (e.g. Internet Explorer 11.0, current versions of Firefox, Safari or Chrome)
  - run Java, and in some cases Flash (devices running on Apple's iOS operating system, such as iPads, iPhones, do not run Flash)
  - run programs to create documents, spreadsheets and presentations
  - enable the use of a web camera and headset.

It is important to note that while tablets and smartphones may provide access to certain course communication and learning experiences there are aspects of the course where the computing capacity of mobile devices alone is insufficient.

What support will I be given if I have specific needs?
ABA can assist learners in many ways to help throughout their training. This may be through:

- Providing options for distance education
- Seeking various ways to meet practical, work-based training requirements if you are geographically or socially isolated.
- Supporting people from indigenous backgrounds and culturally diverse backgrounds
- Reasonable adjustments for those with specific needs

ABA provides as much supports as possible for your needs. However, there are limitations to the support ABA is able to provide. ABA does not provide supports which require special equipment or professional knowledge and skills outside of breastfeeding education.

Consult the Training and Education Officer regarding these issues should you commence training.
Know your rights as a learner

How does ABA ensure access and equity?
ABA will comply with all Commonwealth, State/Territory legislation and regulatory requirements to ensure equity. Workplace Health and Safety (Work Health and Safety), Workplace Harassment, Anti-Discrimination, Privacy and Training legislation will be adhered to at all times. ABA’s training and assessment programs attempt where ever possible to be flexible to address any potential barriers to participation in our courses.

Learners are responsible for behaving in a courteous manner when dealing with staff members, volunteers and other learners.

Diversity accounts for the many factors that influence the ability of people to participate and succeed in training. ABA will provide training, assessment and support services that enable members/candidates from diverse backgrounds to successfully participate in ABA training.

Individual needs of people of culturally and linguistically diverse backgrounds, including those of indigenous backgrounds are catered for by means of reasonable adjustment.

*For information on the training personnel responsible for learner support please refer to the Learner support policy.*

What about my personal information and confidentiality?
ABA needs to keep records of learners’ enrolment, progress and results in each course. Registered Training Organisations do have a requirement of statistical reporting to the State Government. ABA will limit the information requested from learners to the minimum required for adequate administration of training and assessment and legislative reporting requirements. All training administration records held are kept securely.

Learners have the right to view their own records. ABA will not disclose information about learners to a third person without learners’ written permission. Learners are able to access their personal records and apply to be issued with a course transcript by completing the Student Information and Result Request form available from Head Office.

ABA will not use photos or the names of learners in promotional activities without their written permission.

ABA records are kept in accordance with ABA Privacy Policy. *For further information please refer to ABA Privacy policy available on the website*
Complaints and appeals

ABA will ensure the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process. If at any stage, you have concerns about any aspect of your training or assessment there are avenues where you can seek assistance. In addition, ABA has formal Complaints and Appeals processes.

Complaints
If a learner has concerns about what is happening in their training or assessment they can resolve it by informal means or go through a formal complaints process.

The formal complaints process provides the learner with the right to have an independent person review the complaint and provide written feedback with reasons for the decision reached within a specified time frame. The learner has the right to present their case in person.

Appeals
All learners have the right to appeal an assessment decision if they feel the assessment process has not made an appropriate assessment of their competence.

An appeal would in most cases be followed by reassessment by a different assessor.

Written feedback will be provided to the learner on the outcomes of this assessment. Further appeal processes are available.

Please refer to the ‘Complaints and Appeals’ procedure for more information available on the ABA website.

Meeting your responsibilities as a learner

Disciplinary Action
Trainers and assessors will review submitted assessments for evidence of cheating or plagiarism. If learners are found to have submitted work that is not their own, or have used unfair means to gain advantage in the assessment process, the assessment in question will be cancelled and another assessment event substituted. Learners will be counselled on their actions. If learners disputes the assessment decision on their unfair advantage or cheating the process for appealing assessment decisions is to be followed.

Repeated proven episodes of cheating during the assessment process will result in the discontinuation of training to learners.

There are further details about this in the Course Handbook and on the website in the Policy and procedures for Disciplinary Action.
What happens if I do not finish my course?
ABEL is aware that however much we think things through and make plans, life intervenes at times.

If you are not able to complete your course, you will be credited with the units in which you have been assessed as competent. If you notify training administration that you have withdrawn from the course you will be issued with a Statement of Attainment for these units. No Statement of Attainment will be issued if we do not have your USI on the system.

What if I need to take a break during my course?
The current training system is designed to allow learners to complete their course within a 12 month period. As units are completed and assessed as competent they are recorded on your transcript. A unit that has been assessed as competent does not have to be repeated if a break in learning occurs. It is possible to complete your course over an extended period of time if you need to, though this is not generally recommended. If learners need to take breaks they are encouraged to finalise any assessments and units they are undertaking at that time. A unit that has not been assessed as competent cannot be credited on your transcript.

It is important to be aware that learners who extend their training time due to breaks are required to pay further enrolment extension fees to keep their enrolments active. This is a nominal administrative fee and it is not possible to suspend this payment. Learners on breaks still incur administrative costs.

Student number and formal identification

It is essential that all learners use their full legal name on official documentation. Learners must also provide their date of birth.

In addition, it is an RTO requirement that learners provide the Association with a residential address, not a post office box.

Once accepted as a learner, all learners will be given an ABA student identifying number that is unique to them. For ABA this is the member number. Your member number can be found on the My ABA page, coversheet of your Essence magazine or obtained from Head Office. Learners are to record their student number on all submitted assessment work and requests to Head Office for information.

Learners must also ensure that when they are communicating as a learner their role and status is clear. This includes clearly identifying as a learner and not claiming qualifications they do not yet have.

All VET students must also have a USI - Unique Student Identifier. ABA cannot issue you qualifications or statements of attainment without your USI. All learners are required to provide proof of identify on applying for the Unique Student Identifier (USI). You can apply for a USI yourself at the Australian Government Department of Education and Training website and notify ABA of
your USI. The current link to apply for a USI is:

**Note:** The USI is different from the ABA identifying student number stated above.
## Appendix 1 Volume of learning for the 10243NAT Diploma of Breastfeeding management

<table>
<thead>
<tr>
<th>Nominal duration (supervised hours)</th>
<th>Unsupervised hours</th>
<th>Volume of Learning</th>
<th>Unsupervised activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>865-990</td>
<td>450</td>
<td>1,315-1,440 hours</td>
<td>completing written assignments/projects; completing self-study to revise and reinforce areas of knowledge; workplace practice/application of skills and knowledge acquired through learning activities; and conducting research to gain up to date industry information.</td>
</tr>
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Appendix 2 Nominal hours for the 10243NAT Diploma of Breastfeeding

The nominal hours serve as a guide to the course and unit delivery and assessment time frames. The nominal hours for 10243NAT Diploma of Breastfeeding Management units are available in the following table:

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Nominal hours</th>
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</thead>
<tbody>
<tr>
<td>Core units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFMANT501</td>
<td>Take lactation histories and conduct breastfeeding assessments</td>
<td>75</td>
</tr>
<tr>
<td>BFMCOM502</td>
<td>Communicate effectively with clients to support breastfeeding</td>
<td>80</td>
</tr>
<tr>
<td>BFMCSL503</td>
<td>Provide counselling to support breastfeeding</td>
<td>90</td>
</tr>
<tr>
<td>BFMPRO504</td>
<td>Manage breastfeeding situations and problems</td>
<td>95</td>
</tr>
<tr>
<td>BFMNUT505</td>
<td>Facilitate infant and maternal nutrition during lactation</td>
<td>75</td>
</tr>
<tr>
<td>BFMENV506</td>
<td>Create environments to protect, promote and support breastfeeding</td>
<td>70</td>
</tr>
<tr>
<td>BFMLEG507</td>
<td>Provide breastfeeding support within a legal and ethical framework</td>
<td>60</td>
</tr>
<tr>
<td>BFMRES508</td>
<td>Use critical appraisal skills to evaluate human lactation research</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>605</td>
</tr>
<tr>
<td>Elective units (Select four)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BFMCUL509</td>
<td>Facilitate culturally-appropriate breastfeeding counselling</td>
<td>75</td>
</tr>
<tr>
<td>BFMPHA510</td>
<td>Provide pharmacological information and breastfeeding support to clients</td>
<td>110</td>
</tr>
<tr>
<td>BFMMED511</td>
<td>Facilitate breastfeeding for clients with medical conditions</td>
<td>100</td>
</tr>
<tr>
<td>BFMSUB512</td>
<td>Evaluate and counsel on the use of breastmilk substitutes</td>
<td>65</td>
</tr>
<tr>
<td>BFMSLP513</td>
<td>Use infant sleep and settling methods that support the breastfeeding relationship</td>
<td>50</td>
</tr>
<tr>
<td>BFMCSSL514</td>
<td>Counsel clients to manage life changes associated with breastfeeding</td>
<td>80</td>
</tr>
<tr>
<td>BFMEMG515</td>
<td>Manage infant and young child feeding outcomes in emergency situations</td>
<td>75</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Total range of hours</td>
<td>865-990</td>
</tr>
</tbody>
</table>
Appendix 3 - The structure of the 10243NAT Diploma of Breastfeeding Management

To gain the Diploma of Breastfeeding Management qualification participants must successfully complete 12 units of competency, consisting of:
8 core units plus
4 elective units
Total number of units = 12
A Statement of Attainment will be issued to those who do not complete the full qualification listing any units that they have successfully completed. The table below sets out the core and elective units for this course. For delivery of the course, some units may be clustered together.

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFMANT501</td>
<td>Take lactation histories and conduct breastfeeding assessments</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMCOM502</td>
<td>Communicate effectively with clients to support breastfeeding</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMCSL503</td>
<td>Provide counselling to support breastfeeding</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMPRO504</td>
<td>Manage common breastfeeding situations and problems</td>
<td>BFMANT501 Take lactation histories and conduct breastfeeding assessments</td>
</tr>
<tr>
<td>BFMNUT505</td>
<td>Facilitate infant and maternal nutrition during lactation</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMENV506</td>
<td>Create environments to protect, promote and support breastfeeding</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMLEG507</td>
<td>Provide breastfeeding support within a legal and ethical framework</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMRES508</td>
<td>Use critical appraisal skills to evaluate human lactation research</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Elective units (Select four)**

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit title</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BFMCUL509</td>
<td>Facilitate culturally-appropriate breastfeeding counselling</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMMED510</td>
<td>Provide pharmacological information and breastfeeding support to clients</td>
<td>Nil</td>
</tr>
<tr>
<td>BFMMED511</td>
<td>Facilitate breastfeeding for clients with medical conditions</td>
<td>BFMANT501 Take lactation histories and conduct breastfeeding assessments</td>
</tr>
</tbody>
</table>
### Clustering of units

The following units may be clustered for delivery at workshops:

**Counselling skills:**
- BFMCOM502 Communicate effectively with clients to support breastfeeding
- BFMCSP503 Provide counselling to support breastfeeding
- BFMCUL509 Facilitate culturally-appropriate breastfeeding counselling

**Environments that support breastfeeding**
- BFNENV506 Create environments to protect, promote and support breastfeeding
- BFMLEG507 Provide breastfeeding support within a legal and ethical framework

**Life changes associated with breastfeeding**
- BFMSLP513 Use infant sleep and settling methods that support the breastfeeding relationship
- BFMCUL505 Counsel clients to manage life changes associated with breastfeeding

**Infant and maternal nutrition**
- BFMSLP512 Facilitate infant and maternal nutrition during lactation
- BFMSUB512 Evaluate and counsel on the use of breastmilk substitutes
What you need to know about the selection of elective units

The diploma course requires FOUR electives.

ABA is currently offering the following electives:

BFMCUL509 Facilitate culturally-appropriate breastfeeding counselling
BFMPHA510 Provide pharmacological information and breastfeeding support to clients
BFMSUB512 Evaluate and counsel on the use of breastmilk substitutes
BFMSLP513 Use infant sleep and settling methods that support the breastfeeding relationship
BFMCSL514 Counsel clients to manage life changes associated with breastfeeding

At some stage, ABA MAY also offer the following electives:
BFMMED511 Facilitate breastfeeding for clients with medical conditions
BFMEMG515 Manage infant and young child feeding outcomes in emergency situations

Important information on other electives:
ABA will not be offering training for the following unit, however, if you are able to provide recognition for assessment only you will be able to complete this unit by RPL.

BSBMED301 Interpret and apply medical terminology appropriately
Appendix 4 - 10243NAT Diploma of Breastfeeding Management course unit summaries

Core Units

BFMANT501 Take lactation histories and conduct breastfeeding assessments
This unit describes the performance outcomes, skills and knowledge required to take systematic lactation histories and conduct breastfeeding assessments of the mother-infant dyad.

It requires the ability to communicate with clients, assess breastfeeding situations using principles of human lactation and document client history.

BFMCOM502 Communicate effectively with clients to support breastfeeding
This unit describes the performance outcomes, skills and knowledge required to create a professional relationship with breastfeeding clients.

It requires the ability to use a range of communication methods such as active listening, empathy and skilled questioning, and to respect the beliefs, feelings and choices made by clients.

BFMCSL503 Provide counselling to support breastfeeding
This unit describes the performance outcomes, skills and knowledge required to counsel breastfeeding clients.

It requires the ability to use the form of breastfeeding counselling developed by the Australian Breastfeeding Association to support and inform clients about breastfeeding situations and issues.

BFMPRO504 Manage breastfeeding situations and problems
This unit describes the performance outcomes, skills and knowledge required to work with clients to develop individualised plans to overcome breastfeeding issues.

It requires the ability to apply the principles anatomy and physiology that underpin lactation and develop appropriate strategies in collaboration with clients to manage or address a range of breastfeeding issues.

BFMNUT505 Facilitate infant and maternal nutrition during lactation
This unit describes the performance outcomes, skills and knowledge required to provide guidance to clients on infant and maternal nutritional needs during the breastfeeding period.

It requires the ability to communicate to clients the role of breastfeeding in infant nutrition, the transition to complementary foods and maternal nutritional requirements.
BFMENV506 Create environments to protect, promote and support breastfeeding

This unit describes the outcomes required to create a professional relationship with breastfeeding clients by identifying and addressing barriers to communication and creating environments conducive to providing breastfeeding information and support. It applies equally to those operating in policy or program planning, development and evaluation contexts or in direct service delivery contexts.

BFMLEG507 Provide breastfeeding support within a legal and ethical framework

This unit describes the performance outcomes, skills and knowledge required to create a professional relationship with colleagues and breastfeeding clients through the application of legal and ethical principles.

It requires the ability to identify and address legal and ethical issues when working with colleagues and clients.

BFMRES508 Use critical appraisal skills to evaluate human lactation research

This unit describes performance outcomes, skills and knowledge required to identify characteristics of high quality research and apply critical appraisal skills to research into human lactation.

It requires the ability to conduct literature searches, review and interpret human lactation research and identify any potential application for professional lactation practice.

Elective units

BFMCUL509 Facilitate culturally-appropriate breastfeeding counselling

This unit describes the performance outcomes, skills and knowledge required to provide breastfeeding counselling to women and families with culturally diverse backgrounds including Aboriginal and Torres Strait Islander clients by identifying and addressing barriers to communication and providing breastfeeding information and support using culturally sensitive methods.

It requires the ability to use a range of communication methods and to respect the beliefs, values and choices made by others.

BFMPHA510 Provide pharmacological information and breastfeeding support to clients

This unit describes the performance outcomes, skills and knowledge required to acquire and impart information about the risks and benefits of various pharmaceuticals on lactation and breastfeeding to clients.

It requires the ability to assess the client breastfeeding situation and develop management plans in collaboration with the client to minimise impact of medication and or drugs on the mother-infant breastfeeding dyad.
BFMMED511 Facilitate breastfeeding for clients with medical conditions
This unit describes the performance outcomes, skills and knowledge required to assist clients with medical conditions to resolve breastfeeding problems.

It requires the ability to work collaboratively with other health professionals and undertake research to provide breastfeeding advice and support to clients with a range of medical conditions. It also requires the ability to provide guidance on how to manage situations when breastfeeding is contraindicated.

BFMSUB512 Evaluate and counsel on the use of breastmilk substitutes
This unit describes the performance outcomes, skills and knowledge required to evaluate the use of breastmilk substitutes and assist clients seeking to use them.

It requires the ability to provide guidance to clients experiencing a range of breastfeeding situations on the risks and benefits and appropriate usage of breastmilk substitutes.

BFMSLP513 Use infant sleep and settling methods that support the breastfeeding relationship
This unit describes the performance outcomes, skills and knowledge required to provide clients with guidance on infant sleep and settling strategies that support the breastfeeding relationship.

It requires the ability to identify appropriate sleep and settling methods and guide clients on how to implement these in order to protect the breastfeeding relationship. Clients are also provided with guidance on how to deal with the personal impact of an unsettled infant.

BFMCSL514 Counsel clients to manage life changes associated with breastfeeding
This unit describes the performance outcomes, skills and knowledge required to examine life changes associated with pregnancy, childbirth and lactation, and counsel clients in managing these changes.

It requires the ability to assist clients to adjust to changes in their lives as a result of pregnancy, childbirth and lactation. It also requires the ability to identify and refer any clients who are experiencing difficulty beyond a normal process of adjustment.

BFMEMG515 Manage infant and young child feeding outcomes in emergency situations
This unit describes the performance outcomes, skills and knowledge required to protect and support breastfeeding and the safe feeding of infants and young children during and after emergency situations.

It requires the ability to work with stakeholders, assess and implement the breastfeeding and infant and young child feeding support required.