**Assessment STRATEGY for** HLT62615 Advanced Diploma of Ayurveda

***Assessment Strategy***Assessment tasks to establish competency in this unit may include written assignments, oral question and answer quizzes, observation, clinic, practicum, and participation in group discussions at retreats.

***Competence***To demonstrate competence you must complete all assessment tasks for all units. A check list of all assessment requirements is available online.

***Assignments***

Each of the Ayurvedic units has written assignments and exams to be completed on the conclusion of the unit.  
Name and date all Word documents and upload or send via email to [admin@healthinstitute.edu.au](mailto:admin@healthinstitute.edu.au)

References (if required) only from the prescribed text. (internet searches will not be accepted, unless from credible sources, for eample; .org .edu .gov  
All assessment will be retained for audit purposes. It is also important to keep a copy of your assignments, client cases, treatments, and assessments.  
Plagiarism may result in exclusion from the course.

***Theoretical Exams***Each of the Ayurvedic units have exams to be completed on the conclusion of each unit. 100% competency is required, however any incorrect answers will be revised with the learner to achieve 100% competency.

On successful completion of all the units in **Advanced** **Diploma of Ayurvedic Lifestyle Consultation**, there will be four final written examinations that will cover the theoretical content from all the Ayurvedic core units of competency. This exam will consist of short answer sand case studies. The exam duration is one hour for each of the four exams, which covers; 1. Diseases, 2. Formulations, 3. Treatments, 4. Herbs.  
100% competency is required. (Learners are able to re-sit their final exams)

***Observational Examination***There are also Observational Examinations and Assessment to demonstrate skills and knowledge in:

1. Conducting Ayurvedic Lifestyle Consultations
2. Conducting Ayurvedic treatments
3. Prepare and dispense Ayurvedic medicine
4. Diagnosing within an Ayurvedic framework

***Health Institute Australasia’s Principles of Assessment***

**Fairness** The individual learner’s needs are considered in the assessment process.  
• Where appropriate, reasonable adjustments are applied to take into account the individual learner’s needs.

**Flexibility** Assessment is flexible to the individual learner by: reflecting the learner’s needs

**Validity** Any assessment decision is justified, based on the evidence of performance of the individual learner. • assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance

**Reliability** Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Assessment plan for HLTAYV011

Prepare and dispense Ayurvedic medicines - dravyaguna

**Task 1 (knowledge)**

* Complete all 13 Common Units
* Complete the 12 Core Ayurvedic units (covered in manuals - Courses 1 through to 16)
* Complete theoretical assignments, research, homework and exams as prescribed for each unit, which is available online.
* Attend lectures and tutorials (fill in Contact diary, for international students only)
* Phone tutorials conducted, streaming, will be advised by email prior to date

**Task 2 (practical)**

* Conduct Ayurvedic consultations
* Complete allocated weekend training, retreats, clinic, practicum
* Prepare and dispense Ayurvedic medicines
* Specific information on each assessment will be explained to learners prior to each assessment date, outlining clear instructions on what is expected in the performance assessment.

# Application

This unit describes the skills and knowledge required to obtain and store materials, prepare Ayurvedic medicines as per the Ayurvedic formulary of India and the Ayurvedic pharmacopoeia of India, and dispense those medicines according to a pre-prepared script or order.

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# Performance Evidence Checklist

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

* prepared at least 20 Ayurvedic medicines, including all of the following at least twice:
  + •  avaleha/pravahi
  + •  kashaya
  + •  kwatha choorana
  + •  guggulu
  + •  ghrita
  + •  choorana
  + •  taila
  + •  vati- gautika
  + •  lepa/ ubtan
  + •  swarsa
  + •  kalka
  + •  kwatha
  + •  hima
  + •  phanta
  + •  kshirapaka
  + •  ubtan
  + •  lepa
* •  dispensed each of the following at least once:
  + •  arishta
  + •  arka
  + •  asava
  + •  avaleha
  + •  choorana
  + •  dravaka
  + •  ghrita
  + •  guggulua preparations
  + •  kashaya
  + •  lauh
  + •  lepa/ ubtan
  + •  talia
  + •  vati
* •  followed dispensing processes that meet the Ayurvedic formulary of India and the Ayurvedic pharmacopoeia of India guidelines and legal requirements:
* •  correctly interpreted prescription or order
* •  checked materials and equipment
* •  made accurate calculations and measurements
* •  packed and accurately label dispensed materials
* •  completed accurate documentation

# Unit Outcomes – on completion of this unit you should be able to:

| ELEMENT | PERFORMANCE CRITERIA | Yes | No |
| --- | --- | --- | --- |
| **1. Obtain and store materials** | 1.1 Determine authorised and reputable sources of products certified to be free of insecticides, pesticides, chemicals, preservatives, heavy metals and contaminant |  |  |
| 1.2 Source natural raw, semi-processed, processed and manufactured materials as required for scope of practice |  |  |
| 1.3 Determine storage requirements for different types of herbs and materials |  |  |
|  | 1.4 Maintain integrity of materials through correct handling and storage |  |  |
|  | 1.5 Maintain stock levels according to clinic requirements |  |  |
| **2. Prepare Ayurvedic medicines according to Ayurvedic Formulary of India and Ayurvedic Pharmacopoeia of India** | 2.1 Check and prepare equipment for operational readiness |  |  |
| 2.2 Select and assemble ingredients according to order |  |  |
| 2.3 Make accurate calculations for quantities and ratios |  |  |
|  | 2.4 Follow Ayurvedic rituals, mantra recitation and meditations and clear non-sattvic influences |  |  |
|  | 2.5 prepare medicine according to Ayurvedic medicine methodology |  |  |
|  | 2.6 Label and store medicines according to legal requirements and Ayurvedic guidelines |  |  |
| **3. Dispense Ayurvedic medicines** | 3.1 Establish form and quantity of required medicines from prescription or order |  |  |
| 3.2 Follow procedures to prevent contamination of or by the medicine |  |  |
| 3.3 Check and prepare dispensing equipment for operational readiness |  |  |
|  | 3.4 Select and assemble prescribed medicine and dravya |  |  |
|  | 3.5 Package and label correct quantities into suitable containers with clear and accurate labelling |  |  |
|  | 3.6 Provide accurate instructions for administration and care of Ayurvedic medicines |  |  |
|  | 3.7 Complete accurate dispensing documentation according to clinic guidelines and legal requirements |  |  |

# Knowledge Evidence Checklist

The learner must be able to demonstrate essential **knowledge** required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| **legal and ethical considerations (national and state/territory) requirements for the preparation and supply of Ayurvedic medicines:** |  |  |
| * •  Therapeutic Goods Administration (TGA) guidelines |  |  |
| * •  labelling |  |  |
| * •  principles of manufacturing |  |  |
| * •  quality control procedures |  |  |
| * •  work health and safety |  |  |
| * •  format and requirements of the Ayurvedic formulary of India and the Ayurvedic pharmacopoeia of India guidelines |  |  |
| * •  sources of Ayurvedic medicines and their raw, semi processed, processed and manufactured ingredients and methods to determine quality |  |  |
| **key features of dravya used for Ayurvedic medicines:** |  |  |
| •  plants used |  |  |
| * botanical keys |  |  |
| •  plant anatomy |  |  |
| •  plant classifications and nomenclature |  |  |
| •  types of Ayurvedic medicines, what they are, how they are prepared |  |  |
| •  preparation techniques for anupanas |  |  |
| * •  non-medicinal ingredients used in the preparation of Ayurvedic medicines |  |  |
| •  chemical and physical incompatibilities |  |  |
| * •  techniques to prepare medicines from source materials as per Ayurvedic guidelines |  |  |
| * •  Ayurvedic medicine and allopathic drug interactions, both complementary and contra |  |  |
| * indicatory |  |  |
| •  Ayurvedic medicine dispensing principles and methods |  |  |
| * •  significance and methods of monitoring control points within the dispensing process |  |  |
| * •  equipment and instrumentation components, purpose and operation |  |  |
| •  work health and safety hazards and controls for Ayurvedic medicines |  |  |
| •  waste handling requirements and procedures |  |  |
| * •  recording requirements and procedures |  |  |
| •  environmental conditions required to maintain integrity of medicines before, during and |  |  |
| after preparation |  |  |
| * •  types of instructions that must accompany Ayurvedic medicines |  |  |
| * •  procedures to prevent contamination of Ayurvedic medicines |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | | | **This unit assessed holistically with other units?  Listed below.** | | ☒Yes ☐No |
| **HLTAYV011** | **Prepare and dispense Ayurvedic medicines - dravyaguna** | | | HLTAYV001  HLTAYV002  HLTAYV003  HLTAYV004  HLTAYV005  HLTAYV006  HLTAYV007  HLTAYV008  HLTAYV009  HLTAYV010  HLTAYV011  HLTAYV012    HLTWHS004  HLTINF004  CHCDIV001  CHCCOM006  CHCLEG003  CHCPRP003    CHCAGE001  CHCCCS001  CHCDIS007  CHCMHS001    BSBSMB404  HLTAID011  HLTAAP003  CHCPRP005 | | |
| **Assessor/s** |  | | |
| **Assessment Methods** | | | | | | |
| ☒ Observation in the workplace  ☒ Observation in a simulated environment  ☒ Fault finding/Problem solving | | ☒ Verbal Questioning/ Interview  ☒ Presentation  ☒ Class Discussion  ☒ Formal Exam/Test | | ☒ Written questions  ☒ Essay  ☒ Project  ☒ Role play  ☒ Case Study | ☒ Ayurvedic consultation feedback documents  ☒ Self-Assessment | |
| **Assessment Instruments**  **(please list)** | | | **Venue and Schedule**  **(Location, due date, time allowed)** | **Resources and equipment required to conduct the assessment** | | |
| Written questions and assignments  Exams  **Observation checklist** | | | Online. Due date set by assessor.  Online. Due date set by assessor  Due date set by assessor  Venue: Health Institute Australasia  Southport / Nirvana campus  Observations required during the course | Computer & internet access  Computer & internet access  Observation checklist | | |
| **Target Learner(s)**  (Describe the learner cohort generally and identify special needs) | | | No special needs | | | |
| **Assessment Conditions**  (from Unit of Competency) | | | Skills must have been demonstrated in the workplace or in a simulated dispensary environment that reflects workplace conditions. The following conditions must be met for this unit:   * •  use of suitable facilities, equipment and resources, including:   + •  kitchen, bench and shelving space   + •  cast iron woks, ceramic and steel cookware, stirrers and decanters   + •  secure storage areas   + •  measuring equipment   + •  sterile containers   + •  labels   + •  natural and manufactured medicinal substances for preparation   + •  distilled water   + •  medicating alcohol   + •  Ayurvedic formulary of India   + •  Ayurvedic pharmacopoeia of India   + •  other Ayurvedic reference texts   + •  online TGA references regarding labelling   + •  information on scheduled herbs   + •  safety protection equipment, including fire blankets, fire extinguishers, first aid   equipment   * •  modelling of industry operating conditions, including provision of medicines to the general public * •  preparation supervision by a person who meets the assessor requirements outlined below Assessors must satisfy the Standards for Registered Training Organisations (RTOs)   2015/AQTF mandatory competency requirements for assessors In addition, assessors must:   * + •  have 5 years current clinical experience working as an Ayurvedic practitioner providing services to the general public   + •  hold practising membership of an Australian professional body that represents Ayurvedic practitioners | | | |
| **Applicable industry or workplace standards , and Training Package advice** (if any) | | |  | | | |
| **Stakeholders that any of the assessment arrangements need to be confirmed with** | | | Students  RTO  Trainer and Assessor | | | |
| **Special arrangements and allowable adjustments that may be made** | | | Flexible time frame for delivery.  Flexible learning environment.  Support person for diverse learner needs.  Special considerations | | | |
| **Recording and Reporting Procedures** | | | Mark the assessment items  Provide feedback  Record the result  Issue certificate of attainment  Archive records  Use relevant software to maintain records | | | |

**Practicum – Observation**

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| **Unit** | **HLTAYV011 Prepare and dispense Ayurvedic medicines - dravyaguna** |

**The learner will be observed on at least 3 occasions over the course.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Details of observation | | | | | | | |
| RTO | Health Institute Australasia | | | | | | |
| Learner name |  | | | | | | |
| Assessor name |  | | | | | | |
| Competency standard | **HLTAYV011 Prepare and dispense Ayurvedic medicines - dravyaguna** | | | | | | |
| **Assessment dates** | 1.  2.  3. | | | | | | |
| Task/procedure observed | **Prepare and dispense Ayurvedic medicines** | | | | | | |
| Observation checklist | | | | | | | |
| **Did the learner:** | | **1.Yes** | **No** | **2.Yes** | **No** | **3.Yes** | **No** |
| 1. Obtain and store materials | |  |  |  |  |  |  |
| 2. Prepare Ayurvedic medicines according to Ayurvedic Formulary of India and Ayurvedic Pharmacopoeia of India | |  |  |  |  |  |  |
| 3. Dispense Ayurvedic medicines | |  |  |  |  |  |  |

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| --- | --- | --- |
| Overall results | | |
| Overall performance | ❒ Competent ❒ Not Yet Competent | |
| Feedback to learner |  | |
| Learner’s signature |  | Date: |
| Assessor’s signature |  | Date: |