

## HLTPAT005 - Collect Specimens for Drugs of Abuse Testing

### Frequently Asked Questions

<b>1.</b>	<b>Can my enrolment form be completed and dated after I have commenced the course</b>
	No, the enrolment form must always be completed and dated prior to commencing the course. The Registered Training Provider/accrediting body will return the enrolment if it is incorrectly dated.
<b>2.</b>	<b>What do I do if I can't get a colleague to assist me with the role play practical component of the course?</b>
	If a colleague is not available, contact the Assessor who will arrange a zoom appointment with you to carry out the practical. The Assessor will observe you demonstrating the competency required and guide you through the process.
<b>3.</b>	<b>Can I submit my AED after I have finished all the practicals?</b>
	No, it is important that your AED is marked prior to starting the practicals. The reason for this, is that if you answer incorrectly it needs to be addressed prior to the practical component commencing.
<b>4.</b>	<b>Can I just upload the portion of the AED that I have completed?</b>
	No, this document goes to our Registered Training Provider who provides certification. They will not accept only part of this document and it will likely be returned. It is essential that you upload the document in its entirety.
<b>5.</b>	<b>Can I explain what I would do in the Role Play activity?</b>
	No, the role play is a demonstration of the real scenario. You must demonstrate/pretend that you are actually conducting the tests on a person or persons. 3 interactions are necessary. Follow the information provided in this online course.
<b>6.</b>	<b>Will I receive a certificate or proof that I've completed the training?</b>
	Yes, you will receive a copy of your Statement of Attainment or SOA via email from MTO, our accrediting body.
<b>7.</b>	<b>How much time do I have to complete the course?</b>
	8 weeks but you can ask for an extension if needed.
<b>8.</b>	<b>Are typed signatures on forms accepted?</b>
	No, typed signatures are not accepted, the accrediting body (MTO) will need to compare your signature in your submitted ID. If they are not able to do this, they will return the paperwork. Creating delays for you in gaining certification.

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<b>9.</b>	<b>How do I book an appointment with the Assessor to capture my practical competency?</b>
	<p>If you require a video link appointment this can be arranged at a mutually convenient time via zoom with your trainer at <a href="https://go.oncehub.com/Thomasball">https://go.oncehub.com/Thomasball</a>. Or alternatively, you can contact the trainer Thomas Ball at <a href="mailto:thomas@drugtestingconsultant.com">thomas@drugtestingconsultant.com</a></p>
<b>10.</b>	<b>What is the easiest way of doing the practical</b>
	<p>You have two options, one role play which is observed by our Trainer/Assessor who records the evidence or alternatively, video your own evidence with the help of a friend or colleague at work.</p> <p>With the first option the Trainer will capture the evidence by recording you as you demonstrate competency with 3 separate interactions/videos. The Trainer/Assessor will advise you at the end of the session, what else is needed. With the second option, you need to record and upload three video's showing all the evidence necessary to be deemed competent. If in doubt about what is needed, read over the online course sections again.</p>