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# Section 1: Meeting VET sector requirements

Training organisations have a range of requirements that they must meet in developing and implementing quality training and assessment strategies and practices for course programs. As a trainer, you also have a range of requirements that must be considered when implementing programs for your specific group of learners.

## 1.1 How Aspire's resources assist in meeting requirements

The following section outlines a range of VET sector requirements and how Aspire's resources may assist you and your training organisation in implementing a quality learning experience.

VET sector requirement	Aspire's approach
<p><b>Australian Qualifications Framework</b></p> <p>The Australian Qualifications Framework is the national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.</p> <p>You and your training organisation must be aware of the requirements of the relevant AQF qualification or course requirements, from the endorsed training package, as you implement course delivery.</p>	<p>Aspire's learning resources, practice tasks and learning checkpoints have been pitched at a level suitable for the unit of competency and the qualifications for which it is relevant, based on the specifications in the Australian Qualifications Framework (AQF) (Second edition, January 2013). For more information regarding these specifications, and to download the Australian Qualifications Framework, visit the AQF website at: <a href="http://www.aqf.edu.au">www.aqf.edu.au</a>.</p>
<p><b>Volume of learning</b></p> <p>When developing training and assessment strategies for this unit and the qualification for which it is relevant, you and your training organisation must take into account the volume of learning requirements as defined by the Australian Qualifications Framework. An explanation of volume of learning can be accessed at: <a href="http://www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf">www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf</a></p>	<p>Aspire ensures that each unit of competency is covered completely and in depth in both the learning content and the assessment. This approach will help you meet volume of learning requirements as you develop your training and assessment strategies.</p>

## Section 2: Unit of competency information

### 2.1 Unit of competency

#### CHCAOD004 Assess needs of clients with alcohol and other drugs issues

##### Modification history

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p>

##### Application

This unit describes the skills and knowledge required to prepare for and conduct assessments of alcohol and other drugs (AOD) clients to determine eligibility, service requirements and referral needs. This includes knowledge of factors affecting assessment for a range of different client groups including different genders, youth, older people, mandated and voluntary clients, Aboriginal and/or Torres Strait Islander people and those from culturally and linguistically diverse backgrounds.

This unit applies to people involved in the assessment of clients with AOD issues using established organisation or jurisdictional AOD assessment tools.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

## 2.2 Unit of competency assessment requirements

### Assessment Requirements for CHCAOD004 Assess needs of clients with alcohol and other drugs issues

#### Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p>

Performance Evidence	<p>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 demonstrated evidence that the candidate has:</p> <ul style="list-style-type: none"> <li>assessed at least 2 clients in different settings, presenting with alcohol and/or other drug issues <ul style="list-style-type: none"> <li>determining current status of the client in relation to: <ul style="list-style-type: none"> <li>readiness for change</li> <li>levels of risk of: <ul style="list-style-type: none"> <li>deliberate self-harm and/or harm to others</li> <li>behaviours which expose clients to blood borne disease</li> <li>other drug use in family</li> </ul> </li> <li>physical, emotional, financial, legal and psychological state and immediate needs in these areas</li> </ul> </li> </ul> </li> <li>used communication skills, including: <ul style="list-style-type: none"> <li>interpreting verbal and non-verbal communication</li> <li>establishing rapport with client</li> <li>managing conflict</li> <li>active listening</li> <li>negotiating</li> </ul> </li> </ul>
Knowledge Evidence	<p>The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the work role. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice:</li> </ul>

## 3.2 Learning mapping

CHCAOD004 Assess needs of clients with alcohol and other drugs issues, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
<b>Element 1: Prepare for assessment</b>	<b>Topic 1 Prepare for assessment</b>	n/a	n/a
1.1 Review existing information about the client and consult with relevant health or community services professionals based on client needs	1A Review existing client information and consult with relevant professionals based on client needs	1	LC1: Part A 1
1.2 Discuss with the client reasons for seeking help and other information that may assist in establishing a basis for further work	1B Discuss with the client reasons for seeking help and other information that may assist in establishing a basis for further work	2	LC1: Part A 2, 3
1.3 Explain organisation parameters of confidentiality and policy/procedures to client	1C Explain organisation parameters of confidentiality and policy and procedures to client	3	LC1: Part B 1, 2
1.4 Inform the client of the assessment purpose and process	1D Inform the client of the assessment purpose and process and confirm understanding	4	LC1: Part B 3, 6
1.5 Confirm client's understanding of the purpose and process of assessment	1D Inform the client of the assessment purpose and process and confirm understanding		
<b>Element 2: Conduct assessment</b>	<b>Topic 2 Conduct assessment</b>	n/a	n/a

## Final assessment tasks

The final assessment provided in Aspire's print learner guide or online resource includes an overview that is laid out as follows (or similar):

To demonstrate your competency using this final assessment you must successfully complete four assessment tasks.

<b>Complete the following task</b>	<ul style="list-style-type: none"><li>• Part A – Questioning You will demonstrate a sound knowledge of the unit requirements in your responses.</li><li>• Part B – Case study questions You will demonstrate a sound knowledge of the unit requirements in your responses.</li><li>• Part C – Observation You will demonstrate your skills and knowledge in a simulated workplace environment.</li></ul>
<b>Refer to the Aspire <i>Practical placement logbook</i> for this unit</b>	<ul style="list-style-type: none"><li>• Practical placement Your performance will be assessed in the workplace.</li></ul>

Please note that Part C is only included where the Assessment requirements for the unit of competency specify aspects of performance evidence that must be demonstrated in a simulated environment before practical placement. In all other cases, observation tasks have been incorporated into the practical placement assessment. Please refer to Aspire's *Practical placement logbook – User guide* for further information.

## How to use the assessment plan

Once assessment tasks and options have been discussed with the candidate, required and preferred tasks should be selected and documented in the assessment plan. An example of the assessment plan is provided here.

Assessment plan	
Training organisation name:	
Candidate name:	
Phone number:	
Date:	
Email:	
Assessor name:	
Unit of competency:	CHCAOD004 Assess needs of clients with alcohol and other drugs issues, Release 1
Assessment tasks to be undertaken:	<input type="checkbox"/> Part A – Questions <input type="checkbox"/> Part B – Case study questions <input type="checkbox"/> Practical placement
Ready for assessment declaration:	<p>I confirm that the purpose and procedures of this assessment have been clearly explained to me. I have been consulted about any special needs I might have in relation to the assessment process. The criteria to be used for this assessment have been discussed with me, as have the consequences and possible outcomes of the assessment.</p> <p>I have accessed and understand general assessment information as provided by my training organisation.</p> <p>I have been given fair notice of the date, time, venue and other arrangements for this assessment. I have completed a self-assessment of my performance of the skills and knowledge for this unit and confirm that I am ready for assessment.</p>

## 4.3 Assessment mapping

*CHCAOD004 Assess needs of clients with alcohol and other drugs issues, Release 1*

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
<b>Element 1: Prepare for assessment</b>			
1.1 Review existing information about the client and consult with relevant health or community services professionals based on client needs		CS1, CS2	O1
1.2 Discuss with the client reasons for seeking help and other information that may assist in establishing a basis for further work	Q13	CS3, CS4	O2
1.3 Explain organisation parameters of confidentiality and policy/procedures to client		CS5	O6
1.4 Inform the client of the assessment purpose and process	Q35	CS6	O9
1.5 Confirm client's understanding of the purpose and process of assessment		CS6	O10
<b>Element 2: Conduct assessment</b>			
2.1 Identify history and pattern of client's drug use through client discussion and questioning		CS7, CS8	O13
2.2 Identify and clarify co-existing issues in consultation with the client	Q40	CS9	O14
2.3 Identify the client's key familial and social relationships and how they are impacted by their AOD use	Q45	CS10	



## 4.5 Completing the record of outcome

Once all required assessment tasks and options have been completed satisfactorily by the candidate, the final assessment record of outcome form must be completed.

This must be submitted to your training organisation's records administration as soon as possible after the final assessment tasks are completed and marked. An example is provided here.

### Record of outcome

<b>Training organisation name:</b>										
<b>Candidate name:</b>										
<b>Unit code and title:</b>	CHCAOD004 Assess needs of clients with alcohol and other drugs issues, Release 1									
<b>Assessor name:</b>										
<b>Assessor email:</b>										
<b>Assessor phone number:</b>										
<b>Assessment tasks:</b>	<table><thead><tr><th></th><th>Satisfactorily completed</th></tr></thead><tbody><tr><td>Part A – Questions</td><td><input type="checkbox"/></td></tr><tr><td>Part B – Case study questions</td><td><input type="checkbox"/></td></tr><tr><td>Practical placement</td><td><input type="checkbox"/></td></tr></tbody></table>			Satisfactorily completed	Part A – Questions	<input type="checkbox"/>	Part B – Case study questions	<input type="checkbox"/>	Practical placement	<input type="checkbox"/>
	Satisfactorily completed									
Part A – Questions	<input type="checkbox"/>									
Part B – Case study questions	<input type="checkbox"/>									
Practical placement	<input type="checkbox"/>									
<b>Declaration:</b>	<p>In completing this assessment, I confirm that the candidate has demonstrated all unit outcomes through consistent and repeated application of skills and knowledge with competent performance demonstrated in multiple instances over a period of time.</p> <p>Evidence collected has been confirmed as:</p>									