

Contents

About this guide	5
Section 1: Meeting VET sector requirements	7
1.1 How Aspire's resources assist in meeting requirements	7
1.2 Resource quality assurance processes	16
Section 2: Unit of competency information	17
2.1 Unit of competency	17
2.2 Unit of competency assessment requirements	20
2.3 Aspire resources available for this unit	23
2.4 Target groups	26
Section 3: Training requirements	27
3.1 Delivery approach	27
3.2 Learning mapping	28
3.3 Solutions – general guidance	42
3.4 Solutions to practice tasks	43
3.5 Solutions to learning checkpoints	61
Section 4: Assessment	68
4.1 Assessment approach	77
4.2 Assessment procedures	78
4.3 Assessment mapping	84
4.4 Assessment solutions and marking guidance	93
4.5 Completing the record of outcome	125
Section 5: Forms	138
Section 6: Glossary of VET terminology	139

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
Australian Qualifications Framework 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. 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.	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: www.aqf.edu.au .
Volume of learning 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: www.aqf.edu.au/wp-content/uploads/2013/06/Volume-of-Learning-Explanation.pdf	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.

Section 2: Unit of competency information

2.1 Unit of competency

CHCAOD009 Develop and review individual alcohol and other drugs treatment plans

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 work collaboratively with clients to establish treatment goals, and to develop and evaluate individual treatment plans to meet those goals.

This unit applies to workers who develop treatment plans with, and for, clients with alcohol and other drugs (AOD) issues on the basis of an existing assessment and within established organisation guidelines. Depending on the context, development of the plan may be autonomous or collaborative. Workers may or may not be the person conducting the assessment.

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.

3.2 Learning mapping

CHCAOD009 *Develop and review individual alcohol and other drugs treatment plans*, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Consider the type of treatment and services to be provided	Topic 1: Consider the types of treatment and services to be provided	n/a	n/a
1.1 Interpret presenting issues and requirements from client assessment	1A Interpret presenting issues and requirements from the person's assessment	1	LC 1: Part B 1
1.2 Work with client to identify interaction and relationship between different presenting issues in the context of their health and demographic profile	1B Consult the person to identify interaction and relationship of presenting issues, health and demographic profile	2	LC 1: Part B 2
1.3 Identify the need for potential referral, and collaboration with other services	1C Identify the need for referral and collaboration with other services	3	LC 1: Part B 4
1.4 Identify and respond to the need to consult with other professionals or specialists as required	1D Identify and consult with other professionals or specialists	4	LC 1: Part A 1
1.5 Explain the purpose of the planning process and developing the treatment plan, and the roles of different people	1E Explain the purpose of the treatment plan and roles of different people	5	LC 1: Part A 2, 3 Part B 3, 5
1.6 Discuss with client their readiness for development of a treatment plan	1F Consult the person about readiness to develop the treatment plan	6	LC 1: Part A 1, 3
Element 2: Determine treatment goals and strategies	Topic 2: Determine treatment goals and strategies	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.

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

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:	CHCAOD009 Develop and review individual alcohol and other drugs treatment plans, 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

CHCAOD009 Develop and review individual alcohol and other drugs treatment plans, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Consider the type of treatment and services to be provided			
1.1 Interpret presenting issues and requirements from client assessment	Q1	CS1	
1.2 Work with client to identify interaction and relationship between different presenting issues in the context of their health and demographic profile		CS2	O6
1.3 Identify the need for potential referral, and collaboration with other services	Q9	CS6	
1.4 Identify and respond to the need to consult with other professionals or specialists as required		CS7	O8
1.5 Explain the purpose of the planning process and developing the treatment plan, and the roles of different people	Q12		O11
1.6 Discuss with client their readiness for development of a treatment plan		CS11	O13
Element 2: Determine treatment goals and strategies			
2.1 Discuss desired outcomes, priorities and long term goals with the client		CS13	O15
2.2 Identify any barriers and/or cultural factors that may impact on reaching goals	Q34	CS14	

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

Training organisation name:		
Candidate name:		
Unit code and title:	CHCAOD009 Develop and review individual alcohol and other drugs treatment plans, Release 1	
Assessor name:		
Assessor email:		
Assessor phone number:		
Assessment tasks:		Satisfactorily completed
	Part A – Questions	<input type="checkbox"/>
	Part B – Case study questions	<input type="checkbox"/>
	Practical placement	<input type="checkbox"/>
Declaration:	<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>	