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

CHCHCS001 Provide home and community support services

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 change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to work in a home support environment and community settings with individuals, family members, staff, visitors, suppliers and others to meet established work requirements.

This unit applies to workers in a community services context. Work performed requires some discretion and judgement and is carried out under regular direct or indirect supervision.

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 CHCHCS001 Provide home and community support services

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 change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes 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 evidence that the candidate has:</p> <ul style="list-style-type: none"> provided services to individual/s in at least 2 different home or community support settings used appropriate inter-personal skills: <ul style="list-style-type: none"> establishing a positive relationship with the individual seeking clarification of tasks interpreting and following instructions
Knowledge Evidence	<p>The candidate 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:</p> <ul style="list-style-type: none"> legal and ethical considerations for providing home and community services, including: <ul style="list-style-type: none"> codes of practice basic home fire safety and associated state/territory smoke alarm legislation dignity of risk duty of care privacy, confidentiality and disclosure practice standards work role boundaries – responsibilities and limitations work health and safety

3.2 Learning mapping

CHCHCS001 Provide home and community support services, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Determine requirements of individual plan	Topic 1: Determine requirements of the individual plan	n/a	n/a
1.1 Read and interpret individual plan, goals and confirm required equipment, processes and aids	1A Read and interpret the individual plan	1	LC1: Part A 6, 7 Part B, 4
1.2 Confirm purpose and time of visit with the relevant person	1B Confirm the purpose and time of visit with the relevant person	2	LC1: Part B 1, 2, 3
1.3 Prepare equipment, resources and/or documents required for the purpose of the visit and contingencies	1C Prepare equipment, resources and/or documents	3	LC1: Part B 5, 6
Element 2: Establish relationship in the home	Topic 2: Establish a relationship in the home	n/a	n/a
2.1 Follow organisation's procedures to assure the person of your identity before entering the house	2A Follow procedures to assure the person of your identity	4	LC2: Part A 1
2.2 Communicate with the person to provide information, clarify purpose of visit and confirm the person's consent	2B Provide information, clarify the purpose of the visit and confirm the person's consent	5	LC2: Part A 2
2.3 Provide opportunity for the person to identify and express any issues or concerns in relation to the visit and/or associated matters	2C Provide opportunity for the person to identify and express any issues or concerns	6	LC2: Part B 4

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:	CHCHCS001 Provide home and community support services, 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

CHCHCS001 Provide home and community support services, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Determine requirements of individual plan			
1.1 Read and interpret individual plan, goals and confirm required equipment, processes and aids			O1
1.2 Confirm purpose and time of visit with the relevant person		CS2	O5
1.3 Prepare equipment, resources and/or documents required for the purpose of the visit and contingencies		CS3, CS4, CS5, CS6	O7
Element 2: Establish relationship in the home			
2.1 Follow organisation's procedures to assure the person of your identity before entering the house		CS9	O9
2.2 Communicate with the person to provide information, clarify purpose of visit and confirm the person's consent		CS10, CS11, CS12	O12
2.3 Provide opportunity for the person to identify and express any issues or concerns in relation to the visit and/or associated matters		CS13	O16
2.4 Engage appropriately with others in the place of residence in accordance with organisation policies		CS14	O18

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:	CHCHCS001 Provide home and community support services, 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>	