

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	19
2.3 Aspire resources available for this unit	21
2.4 Target groups	24
Section 3: Training requirements	25
3.1 Delivery approach	25
3.2 Learning mapping	26
3.3 Solutions – general guidance	36
3.4 Solutions to practice tasks	37
3.5 Solutions to learning checkpoints	45
Section 4: Assessment	51
4.1 Assessment approach	62
4.2 Assessment procedures	63
4.3 Assessment mapping	69
4.4 Assessment solutions and marking guidance	76
4.5 Completing the record of outcome	94
Section 5: Forms	96
Section 6: Glossary of VET terminology	97

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

CHCLEG001 Work legally and ethically

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 the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.</p>

Application

This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role.

This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

2.2 Unit of competency assessment requirements

Assessment Requirements for CHCLEG001 Work legally and ethically

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 the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.</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"> completed workplace activities in accordance with legal and ethical requirements in at least 3 different situations developed appropriate responses to at least 3 different legal or ethical issues relevant to the work role identified and communicated at least 2 potential work practice improvements designed to enhance workplace responsiveness to legal and ethical requirements
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"> legal and ethical considerations (international, national, state/territory, local) for people working in the community services and health context, how they are applied in organisations, how these impact individual workers, and the consequences of breaches: <ul style="list-style-type: none"> children in the workplace codes of conduct codes of practice complaints management continuing professional education discrimination dignity of risk duty of care

3.2 Learning mapping

CHCLEG001 Work legally and ethically, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Identify and respond to legal requirements	Topic 1: Identify and respond to legal requirements	n/a	n/a
1.1 Identify, access and interpret sources of information about the legal requirements that apply to the work role	1A Identify, access and interpret sources of work role legal requirements	1	LC 1: Part A 1
1.2 Identify the scope and nature of own legal rights and responsibilities	1B Identify the scope and nature of own legal responsibilities	2	LC1: Part A 2
1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role	1C Adhere to work practice legal requirements, policies and procedures within scope of role	3	LC1: Part A 3
1.4 Recognise potential or actual breaches and report according to organisation procedures	1D Recognise and report potential or actual breaches according to organisation procedures	4	LC1: Part A 9, 10
Element 2: Identify and meet ethical responsibilities	Topic 2: Identify and meet ethical requirements	n/a	n/a
2.1 Identify, access and interpret sources of information about the ethical responsibilities that apply to the work role	2A Identify, access and interpret information about ethical responsibilities	5	LC2: Part B 1

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:	CHCLEG001 Work legally and ethically, 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

CHCLEG001 Work legally and ethically, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Identify and respond to legal requirements			
1.1 Identify, access and interpret sources of information about the legal requirements that apply to the work role		CS1	O1
1.2 Identify the scope and nature of own legal rights and responsibilities	Q10	CS2	O6
1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role		CS4	O8
1.4 Recognise potential or actual breaches and report according to organisation procedures		CS11, CS12	O12
Element 2: Identify and meet ethical responsibilities			
2.1 Identify, access and interpret sources of information about the ethical responsibilities that apply to the work role		CS13	O13
2.2 Identify the scope and nature of own ethical responsibilities	Q20	CS14	O6
2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role			O15

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:	CHCLEG001 Work legally and ethically, 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>	