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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

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

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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 human rights

2.3 Aspire resources available for this unit

Aspire's resources are structured to meet the requirements of the unit of competency. They are designed to **complement**, not replace, the learning and assessment strategies you or your training organisation have put in place.

As the trainer, **you are in the best position to judge** the full training and assessment requirements of a unit of competency. The judgments that you make in this regard should form part of your training organisation's broader training and assessment strategy.

The following Aspire resources are available to support delivery in this unit.

Resource	General overview/how to use
Learner guide	<p>The learner guide's preliminary pages include information on:</p> <ul style="list-style-type: none"> • how to work through the learner guide • foundation skills. <p>The preliminary pages also include a checklist the learner can use to identify the topics they may already know.</p> <p>Each topic matches an element in the unit of competency.</p> <p>The learner guide content is presented in plain English so it is easy for the learner to understand. It describes procedures and current industry practice, and includes examples, checklists, documents, images and case studies. There are also illustrations or diagrams to add interest and aid learning.</p> <p>The topic summaries provide an opportunity to review the topic content.</p> <p>The learner guide practice tasks and learning checkpoints can be used to consolidate and evaluate learning. It is up to you and the learner to decide which ones are necessary. Remember, these tasks and activities are not finite. You can add to them, change them or substitute your own tasks according to the interest level, the experience of the learners and the specific situation. Encourage learners to keep their answers to activities as these will build towards their evidence and demonstration of competency.</p> <p>A final assessment is included in the learner guide, which is designed to assess the learner's competency across the whole unit. Features of the final assessment include:</p> <ul style="list-style-type: none"> • information about the assessment and its scope • an 'Are you ready for assessment?' checklist that the candidate can use to confirm they hold the skills and knowledge required to undertake the final assessment • an overview of the final assessment tasks, outlining task options • an assessment plan that the assessor and candidate can use to determine the tasks to be undertaken • the final assessment tasks themselves, which cover questioning, project/report and observation methods of assessment • a record of outcome for the assessor to use to confirm competency.
eBook	An eBook version of the learner guide is also available from Aspire.

Resource	General overview/how to use
Online resource	<p>The online resource provides all the learning content, practice tasks, learning checkpoints and final assessment tasks in an online format that can be accessed by learners through a training organisation's learning management system. It includes the following features:</p> <ul style="list-style-type: none"> • Interactive learning objects to display content • Videos and/or animations to further engage the learner • Transcripts of audio/video content to support the learning content • Benchmark responses to practice tasks so online learners can check their progress • Interactive learning checkpoints and final assessment tasks • The facility to upload other materials/documents for assessment where required
Practical placement logbook	<p>Each practical placement logbook includes:</p> <ul style="list-style-type: none"> • a time sheet for the learner to record their work placement hours and for their supervisor to sign these off; this ensures that the learner completes the required work placement hours for the relevant qualification they are undertaking • a logbook showing the unit of competency requirements relevant for work placement, how these can be demonstrated in practical terms, and space for the learner to record the tasks they have undertaken • an observation assessment to be used by the workplace supervisor (and signed off by the assessor) that addresses the performance criteria, performance evidence, knowledge evidence and foundation skills that are best assessed in a practical setting.
<i>Practical placement logbook – User guide</i>	<p>The <i>User guide</i> provides information to the learner, assessor and workplace supervisor regarding how to use the practical placement logbooks.</p>
Trainer's and assessor's guide	<p>The trainer's and assessor's guide is designed to complement the learner guide (either print or online). It contains the following:</p> <ul style="list-style-type: none"> • Information about how Aspire's resources support the requirements of the VET sector • Details of the relevant unit of competency • Mapping of the learning content to the unit of competency • Benchmark solutions to practice tasks and learning checkpoints • Information about training organisations' responsibilities regarding assessment • Information about how to use the final assessment in the learner guide • Mapping of the final assessment to the unit of competency • Benchmark solutions to the final assessment • Reference documents required for the final assessment • Useful templates and forms • Glossary of VET terminology
Assessment resource	<p>The assessment resource contains all the learning checkpoints and the final assessment tasks from the learner guide in a fully customisable Word format. Training organisations can use the resource to contextualise activities to suit the specific needs of their organisation and learners.</p>

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	LC1: Part A 1, 2, 3, 5 Part B 2
1.2 Identify the scope and nature of own legal rights and responsibilities	1B Identify the scope and nature of your own legal responsibilities	2	LC1: Part A 3, 4, 5
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, procedures within the scope of your own role	3	LC1: Part A 3, 5
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 B 1, 3
Element 2: Identify and meet ethical responsibilities	Topic 2: Identify and meet ethical responsibilities	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 A 1
2.2 Identify the scope and nature of own ethical responsibilities	2B Identify the scope and nature of your own ethical responsibilities	6	LC2: Part A 1 Part B 1
2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role	2C Meet ethical responsibilities	7	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.

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	
1.2 Identify the scope and nature of own legal rights and responsibilities	Q10	CS2	
1.3 Adhere to legal requirements in work practice according to workplace policies and procedures and scope of role		CS4	O1
1.4 Recognise potential or actual breaches and report according to organisation procedures		CS10, CS11	O5
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	O7
2.2 Identify the scope and nature of own ethical responsibilities	Q13	CS14	
2.3 Meet ethical responsibilities according to workplace policies and protocols, and scope of role			O9
2.4 Recognise potential ethical issues and dilemmas, and discuss with an appropriate person			O10