

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: CHC30102 - Certificate III in Aged Care Work
CHCINF8A - Comply with information requirements of the aged care and community care sectors
 (Core Unit)

Target groups Workers in this occupational group work primarily in residential facilities under direct or regular supervision within clearly defined organisational guidelines and service plans. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living. These workers report directly to a supervisor and are not responsible for other workers.
 Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Discussion of roles and responsibilities	Develop understanding of the purpose of health/service records and ability to provide written reports and workplace forms according to organisational requirements including confidentiality protocols and use of health terminology appropriately.	Access to relevant legislation/ procedural documentation and examples of workplace forms
	Develop skills in contributing information to the development and implementation of the service delivery plan such as changes in the client's needs, abilities and circumstances, effectiveness of strategies and client non-participation. Understanding of the funding and assessment tools utilised and ability to assist in completing assessment tools and collecting data is also involved.	
	Develop understanding of, and compliance with, administration protocols of the organisation in information storage, selection and use of appropriate equipment and response to inquiries and requests. Also includes ability to complete workplace forms and documents in accordance with organisational timeframes and reporting of issues and problems arising from the operation of equipment.	
Case study	Develop understanding of the legal and ethical framework involving legislation and common law relevant to work role, the role and responsibilities of legal guardians and organisational policy and protocol. Develop skills in recognition and appropriate discussion of potential ethical issues, reporting of witnessed signs consistent with financial,	Appropriate case study scenarios

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	physical or emotional abuse or other unethical conduct.	
Work placement and/or simulation	Develop all of the above under the range of working conditions normally encountered	Access to appropriate workplace or simulation of realistic workplace setting. Access to resources and equipment normally used in the workplace.

ASSESSMENT

Strategies		Resources
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	Demonstrate understanding of the purpose of health/service records and ability to provide written reports and workplace forms according to organisational requirements.	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting. Access to resources and equipment normally used in the workplace.
	Demonstrate ability to contribute information to the development and implementation of the service delivery plan such as changes in the needs, abilities and circumstances of the client, effectiveness of strategies and client non-participation. Understanding of the funding and assessment tools utilised and ability to assist in completing assessment tools and collecting data is also involved.	
	Demonstrate understanding of, and compliance with, administration protocols in relation to information storage, selection and use of appropriate equipment and response to inquiries and requests. Also includes ability to complete workplace forms and documents in accordance with organisational timeframes and reporting of issues and problems arising from the operation of equipment.	Access to resources and equipment normally used in the workplace.
Case study	Demonstrate understanding of the legal and ethical framework involving legislation and common law relevant to work role, the role and responsibilities of legal guardians and organisational policy and protocol. Demonstrate skills in recognition and appropriate discussion of potential ethical issues, reporting of witnessed signs consistent with financial, physical or emotional abuse or other unethical conduct.	Appropriate case study scenarios

List any special requirements / issues / amendments for any particular target group.