

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: Certificate III in Aged Care Work - CHC30302
CHCORG3B - Participate in the work environment
 (Core Unit)

Target groups Workers in this occupational group work in the community and/or 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
Case study	Develop skills in effectively contributing to workgroup operations, within defined job role and responsibilities and to the standard expected in the workplace. Also includes ability to seek assistance and direction as required, identification of needed resources the keeping of a work area safe and well organised.	Appropriate case study scenarios
Role-play	Develop skills in monitoring own work in order to review and develop work performance, identifying and communicating support and/or training needs and appropriate reporting of work requirements unable to be met.	
	Develop and enhance ability to work cooperatively with others, using problem-solving techniques and sharing information in completing work. Also involves skills in displaying understanding of, and respect for, cultural differences and diversity of workers and reporting of workplace conflict.	
Discussion of roles and responsibilities	Develop understanding of organisational policy development and ability to contribute information, ideas and suggestions, participating in staff meetings/working groups, as required. Also includes the ability to report to supervisor any concerns regarding administrative policies and/or job responsibilities.	Access to relevant policy and reporting documentation
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.

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ASSESSMENT

Strategies	Performance Indicators	Resources
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	Demonstrate ability to contribute to workgroup operations, within defined job role and responsibilities and to the standard expected in the workplace. Also includes ability to seek assistance and direction as required, identification of needed resources the keeping of work area safe and well organised.	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 monitor own work in order to review and develop effective work performance, identify and communicate support and/or training needs and appropriately report work requirements unable to be met.	
	Demonstrate ability to use problem solving and information sharing techniques to work cooperatively with others. Also involves skills in displaying understanding of, and respect for, cultural differences and diversity of workers and reporting of workplace conflict.	
Case study	Demonstrate understanding of, and ability to contribute to, organisational policy development, providing information, ideas and suggestions as required. Also includes the ability to report to supervisor any concerns regarding administrative policies and/or job responsibilities and participation in staff meetings/working groups, as required.	Appropriate case study scenarios

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