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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

CHCCCS011 Meet personal support needs

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 determine and respond to an individual's physical personal support needs and to support activities of daily living.

This unit applies to workers who provide support to people according to an established individualised plan in any community services context. Work performed requires some discretion and judgement and may be 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.

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 CHCCCS011 Meet personal support needs

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"> • safely supported at least 2 individuals by performing the activities outlined in the performance criteria of this unit. This includes following support requirements of an established individualised plan and supporting each of the following activities: <ul style="list-style-type: none"> – bed bathing – dressing, undressing and grooming – eating and drinking using appropriate feeding techniques – oral hygiene – shaving – showering – toileting and the use of continence aids – using aids and equipment including devices used by the person • performed the following hazardous manual handling scenarios at least once: <ul style="list-style-type: none"> – transferring a person between bed and chair – transferring a person in and out of car – falls recovering
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>

3.2 Learning mapping

CHCCCS011 Meet personal support needs, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Determine personal support requirements	Topic 1: Determine personal support requirements	n/a	n/a
1.1 Review individualised plan and confirm required equipment, processes and aids	1A Review individualised plan	1	LC 1: Part B 2, 3
1.2 Identify requirements outside of scope of own role and seek support from relevant people	1B Identify requirements outside of scope of your own role and seek support	2	LC 1: Part B 1
1.3 Consider the potential impact that provision of personal support may have on the person and confirm with supervisor	1C Consider the potential impact that provision of personal support may have on the person	3	LC 1: Part B 4
1.4 Consider specific cultural needs of the person	1D Consider specific cultural needs of the person	4	LC 1: Part A 1, 2
1.5 Consider specific physical and sensory needs of the person	1E Consider specific physical and sensory needs of the person	5	LC 1: Part B 5, 6
1.6 Identify risks associated with the provision of support and confirm with supervisor	1F Identify risks associated with the provision of support and confirm with supervisor	6	LC 1: Part B 5, 6, 7, 8
Element 2: Maximise participation	Topic 2: Maximise participation	n/a	n/a
2.1 Discuss and confirm person's own preferences for personal support in a positive way	2A Discuss and confirm the person's own preferences for personal support	7	LC 2: 1
2.2 Consider and confirm the person's level of participation in meeting their personal support needs	2B Consider and confirm the person's level of participation	8	LC 2: 2

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:	CHCCCS011 Meet personal support needs, 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

CHCCCS011 Meet personal support needs, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Determine personal support requirements			
1.1 Review individualised plan and confirm required equipment, processes and aids		CS1	O1
1.2 Identify requirements outside of scope of own role and seek support from relevant people		CS2, CS9, CS10	O3
1.3 Consider the potential impact that provision of personal support may have on the person and confirm with supervisor		CS3	O5
1.4 Consider specific cultural needs of the person		CS4	O7
1.5 Consider specific physical and sensory needs of the person		CS5	O8
1.6 Identify risks associated with the provision of support and confirm with supervisor		CS6, CS11, CS18	O9
Element 2: Maximise participation			
2.1 Discuss and confirm person's own preferences for personal support in a positive way			O11
2.2 Consider and confirm the person's level of participation in meeting their personal support needs			O12

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:	<i>CHCCCS011 Meet personal support needs, Release 1</i>	
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>	