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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

CHCLAH004 Participate in planning leisure and health programs for clients with complex 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. Minimum work hours added. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to understand and work with individuals and groups with complex needs when participating in planning for leisure and health service provision.

This unit applies to workers in a range of community services contexts who provide leisure and health services.

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 CHCLAH004 Participate in planning leisure and health programs for clients with complex 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. Minimum work hours added 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"> participated in planning leisure and health programs to meet the requirements of 3 clients with complex needs (of which 1 must be a person with disability) performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work
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> <ul style="list-style-type: none"> a range of complex needs, including causes and symptoms associated with the condition, including: <ul style="list-style-type: none"> physical emotional cognitive sensory communication psychiatric disadvantaged groups theories of: <ul style="list-style-type: none"> development and building in the strengths of complex needs clients

3.2 Learning mapping

CHCLAH004 *Participate in planning leisure and health programs for clients with complex needs*, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Participate in profiling specific client needs	Topic 1: Participate in profiling people's specific needs	n/a	n/a
1.1 Determine specific client issues, characteristics and symptoms	1A Determine people's specific issues, characteristics and symptoms	1	LC 1: Part A 1, 3 Part B 1
1.2 Identify the impact of any issues, characteristics and symptoms on participation in leisure	1B Identify the impact of issues, characteristics and symptoms on participation	2	LC 1: Part A 1 Part B 1, 2
1.3 Determine a range of strategies and modifications that will enable the client to maximise their participation in leisure and recreation programs	1C Determine strategies and modifications that will maximise participation in programs	3	LC 1: Part A 2 Part B 2
Element 2: Promote inclusion and empowerment	Topic 2: Promote inclusion and empowerment	n/a	n/a
2.1 Follow principles of integration in recreational and leisure activities	2A Follow principles of integration in recreational and leisure activities	4	LC 2: Part A 1, 2 Part B 1
2.2 Identify the advantages of integration in recreational and leisure activities	2B Identify advantages of integration in activities	5	LC 2: Part A 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:	<i>CHCLAH004 Participate in planning leisure and health programs for clients with complex needs, Release 1</i>
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

CHCLAH004 Participate in planning leisure and health programs for clients with complex needs, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Participate in profiling specific client needs			
1.1 Determine specific client issues, characteristics and symptoms	Q4	CS1	O1
1.2 Identify the impact of any issues, characteristics and symptoms on participation in leisure		CS6	O4
1.3 Determine a range of strategies and modifications that will enable the client to maximise their participation in leisure and recreation programs	Q8	CS7	
Element 2: Promote inclusion and empowerment			
2.1 Follow principles of integration in recreational and leisure activities			O6
2.2 Identify the advantages of integration in recreational and leisure activities	Q13	CS8	
2.3 Identify the disadvantages of segregation in recreational and leisure activities	Q14	CS9	
2.4 Identify mechanisms to empower clients with complex needs through recreational and leisure activities	Q16	CS15	
Element 3: Contribute to the plan for addressing the impact of client issues, characteristics and symptoms			
3.1 Determine the recreational and leisure needs of clients with complex needs		CS10	O7

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>CHCLAH004 Participate in planning leisure and health programs for clients with complex, 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>	