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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

CHCMGT003 Lead the work team

Modification history

Release	Comments
Release 1	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. Significant changes to performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to undertake supervisory and coordinating activities in work groups in health and community service organisations.

Workers at this level are team leaders or managers responsible for coordinating and monitoring the activities and performance of work teams and other service providers.

This unit applies to a range of leadership roles in health and community services workplaces.

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 CHCMGT003 Lead the work team

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 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 demonstrated evidence that the candidate has:</p> <ul style="list-style-type: none"> • developed at least 1 plan for a team or group of individuals, including: <ul style="list-style-type: none"> – effective procedures to maximise staff work performance – strategies for collaboration and cooperative work practices – strategies for work performance and outcomes – identification of barriers and constraints and development of strategies to address them • facilitated at least 2 group meetings or discussions to: <ul style="list-style-type: none"> – delegate work team activities – develop and evaluate work goals • identified at least 1 issue causing disruption to work team activities and: <ul style="list-style-type: none"> – facilitated at least 1 meeting or discussion with those involved – developed and implemented strategies to resolve issue • reviewed the performance of and coached at least 1 individual
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"> • organisation mission, philosophy • organisation structure and communication protocols • group facilitation processes, including technique for facilitating group discussions and meetings

3.2 Learning mapping

CHCMGT003 *Lead the work team*, Release 1

Unit of competency	Content	Practice tasks	Learning checkpoint
Element 1: Contribute to and promote effective work practices	Topic 1: Contribute to and promote effective work practices	n/a	n/a
1.1 Develop and implement plans to meet the day to day activities of the work group	1A Develop and implement work group activity plans	1	LC1: Part A 2 Part B
1.2 Develop and implement strategies in consultation with appropriate people to maximise work performance and outcomes	1B Develop and implement strategies to maximise work performance and outcomes	2	LC1: Part A 1, 3, 4, 5, 6 Part B
1.3 Identify planning problems, barriers and constraints and develop and implement strategies to address them	1C Identify planning problems and develop strategies to address them	3	LC1: Part A 6 Part B
Element 2: Develop and implement staffing processes	Topic 2: Develop and implement staffing processes	n/a	n/a
2.1 Maintain confidentiality in relation to staff processes in accordance with organisation policies and procedures	2A Maintain confidentiality in relation to staff processes	4	LC2: Part A 1
2.2 Identify staffing and resourcing needs and develop plans to address them	2B Identify staffing and resourcing needs and develop plans to address them	5	LC2: Part A 2
2.3 Participate in recruitment processes	2C Participate in recruitment processes	6	LC2: Part A 3
2.4 Implement effective induction and ongoing support for new and existing staff	2D Implement effective induction and ongoing support for new and existing staff	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.

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:	CHCMGT003 <i>Lead the work team</i> , 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

CHCMGT003 Lead the work team, Release 1

Unit of competency	Part A – Questions	Part B – Case study questions	Practical placement
Element 1: Contribute to and promote effective work practices			
1.1 Develop and implement plans to meet the day to day activities of the work group		CS1	O1
1.2 Develop and implement strategies in consultation with appropriate people to maximise work performance and outcomes			O6
1.3 Identify planning problems, barriers and constraints and develop and implement strategies to address them			O9
Element 2: Develop and implement staffing processes			
2.1 Maintain confidentiality in relation to staff processes in accordance with organisation policies and procedures			O13
2.2 Identify staffing and resourcing needs and develop plans to address them		CS3	
2.3 Participate in recruitment processes			O14
2.4 Implement effective induction and ongoing support for new and existing staff			O15
2.5 Provide instruction and additional support as required to promote quality worker and client outcomes			O16
2.6 Encourage and facilitate staff access to training and development to enable the achievement of workplace outcomes and personal goals		CS4	

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:	CHCMGT003 <i>Lead the work team</i> , Release 1	
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>	
	<input type="checkbox"/> Valid	<input type="checkbox"/> Sufficient
	<input type="checkbox"/> Current	<input type="checkbox"/> Authentic