



smp
training centre

RECOGNITION OF PRIOR LEARNING APPLICATION FOR CERTIFICATE III IN AGED CARE

(CHC30102)

RECOGNITION PORTFOLIO – COVER PAGE			
Student Name		SID (Office Use Only)	
Address			Postcode
Telephone	(H)	(M)	
E-mail			
Organisation (if applicable)			
Name of Assessor			
Units of Competency addressed in this portfolio of evidence (please tick)	<input type="checkbox"/> CHCAC1C	Provide support to an Older Person	
	<input type="checkbox"/> CHCAC2C	Provide personal care	
	<input type="checkbox"/> CHCAC3C	Orientation to Aged Care	
	<input type="checkbox"/> CHCAC6C	Support an Older Person to meet their emotional and psychosocial needs	
	<input type="checkbox"/> CHCAC15A	Provide care and support which is responsive to the specific nature of Dementia	
	<input type="checkbox"/> CHCCOM2B	Communicate with clients and colleagues	
	<input type="checkbox"/> CHCINF8B	Comply with information of the Aged Care and Community Care industry	
	<input type="checkbox"/> CHCOHS302A	Participate in safety procedures for direct care work	
	<input type="checkbox"/> CHCORG3B	Participate in the work environment	
	<input type="checkbox"/> CHCC405A	Work effectively with culturally diverse clients and co-workers	
	<input type="checkbox"/> HLTF1A	Apply basic First Aid	
	<input type="checkbox"/> CHCGROUP2C	Support group activities	
<input type="checkbox"/> HLTCSD6A	Respond effectively to difficult or challenging behaviour		
Index of documents	I confirm I have labelled the documentation in this portfolio and provided an index behind this cover page. I am aware that the Assessor may return the portfolio if it is not clearly organised.		
Student Signature		Date	

Office Use Only

Original Documents sighted, verified & copied for file by
RPL for above selected units Approved

Yes No

Signature _____

Printed Name _____

Position _____

Date _____

RECOGNITION PORTFOLIO TABLES

Please describe the form or type of evidence which you will be submitting. Remember to include the physical evidence in the submitted portfolio as well. As an example in the column space “Evidence Submitted” you may write a third-party reference and the name of the referee, or the name of the product that you are submitting etc. If you require further space to identify the type evidence submitted, please attach additional pages as required.

Unit: CHCAC1C Provide support to an Older Person

This unit describes the knowledge and skills required by workers within their designated role and responsibilities to support an Older Person.

Element	Evidence Submitted
<ol style="list-style-type: none"> 1. Demonstrate an understanding of the physical and psychological aspects of ageing 2. Establish and maintain appropriate relationships with Older People 3. Assist the Older Person to identify and meet their needs 4. Respond to situations of risk to the Older Person within work role and responsibilities 	

Unit: CHCAC2C Provide personal care

This unit describes the knowledge and skills required by workers to support and assist the Older Person with their personal care needs within their service delivery plan.

Element	Evidence Submitted
<ol style="list-style-type: none"> 1. Demonstrates an understanding of changes associated with ageing 2. Recognises and reports changes in an Older Person’s personal care needs 3. Support or assist the Older Person to meet their personal needs 	

Unit: CHCAC3C Orientation to Aged Care

This unit describes the roles and responsibilities by the worker in their role as a carer to perform work that reflects an understanding of the structure and profile of the residential care sector and key issues facing Older People in the community.

Element	Evidence Submitted
1. Demonstrates an understanding of the structure and profile of the aged care sector 2. Demonstrates a commitment to the philosophy of 'positive aging' 3. Support the rights and interests of the Older Person	

Unit: CHCAC6C Support an Older Person to meet their emotional and psychosocial needs

This unit describes the knowledge and skills required by the worker to support the Older Person to meet their emotional and psychosocial needs.

Element	Evidence Submitted
1. Support the Older Person to remain engaged with their social network and the wider community 2. Support the Older Person to meet their emotional and psychological needs 3. Recognise and accommodate the Older Person's cultural and spiritual preferences 4. Support the Older Person who is experiencing loss and grief 5. Recognise and accommodate the Older Person's expressions of identity and sexuality	

Unit: CHCAC15A Provide care and support which is responsive to the specific nature of Dementia

Provision of support to clients with Dementia in a variety of settings including family houses, community day settings and residential care.

Element	Evidence Submitted
1. Use communication strategies which take account of the progressive and variable nature of Dementia 2. Provide appropriate activities to maintain clients dignity, skill and health at an optimum level 3. Develop and implement strategies which minimise the impact of challenging behaviours	

Unit: CHCCOM2B Communicate with clients and colleagues

This unit provides the worker with the knowledge required to exercise effective communication skills in the workplace.

Element	Evidence Submitted
1. Exercise effective communication techniques 2. Follow routine instructions 3. Complete reports as required	

Unit: CHCINF8B Comply with information of the Aged Care and Community

This unit describes the knowledge and skills required by the worker to undertake administrative duties of the role, including documenting in client records, and contribute to the development and monitoring of service delivery plans, in accordance with organisational and duty of care requirements.

Element	Evidence Submitted
<ol style="list-style-type: none"> 1. Maintain accurate records 2. Contribute information to the development and implementation of the service delivery plan in accordance with role and responsibilities 3. Comply with the administration protocols of the organisation 4. Work within a legal and ethical framework to meet the duty of care requirements 	

Unit: CHCOHS302A Participate in safety procedures for direct care work

Specifically designed to cater for workers who deliver aged care or disabilities services. On completion of this unit, the worker in these particular sectors will be able to accurately identify the major occupational health and safety hazards associated with manual handling, together with other hazards that may include dealing with aggressive behaviours, stress, and so forth. The worker will also be able to assess related risk, as well as follow instructions and procedures with minimal supervision and support.

Element	Evidence Submitted
<ol style="list-style-type: none"> 1. Identify manual handling hazards, assess related risk and follow risk minimisation procedures 2. Identify sources of risks to personal safety, assess the level of risk and follow the risk minimisation procedures 3. Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others 4. Identify other hazards and assess risk 5. Follow procedures and strategies for risk control 6. Contribute to OHS in the workplace 	

Unit: CHCORG3B Participate in the work environment

Working effectively as an individual and in work groups to contribute to achievement of organisational objectives.

Element	Evidence Submitted
1. Contribute to the effective operation of the workgroup 2. Review and develop own work performance 3. Work cooperatively with others 4. Contribute to the development of policies, practices and structures of an organisation	

Unit: CHCC405A Work effectively with culturally diverse clients and co-workers

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

Element	Evidence Submitted
1. Apply an awareness of culture as a factor in all human behaviour 2. Contribute to the development of relationships based on cultural diversity 3. Communicate effectively with culturally diverse persons 4. Resolve cross-cultural misunderstandings	

Unit: HLTF1A1A Apply basic First Aid

This unit deals with the provision of essential First Aid in recognising and responding to an emergency, using basic life support measures.

Element	Evidence Submitted
1. Assess the situation 2. Apply basic First Aid techniques 3. Communicate details of the incident	

Unit: CHCGROUP2C Support group activities

This unit deals with participating in and providing general support for a range of informal and formal groups in a variety of settings

Element	Evidence Submitted
1. Identify the purpose of the group 2. Establish relationship with the group	

Unit: HLTCSD6A Respond effectively to difficult or challenging behaviour

This unit relates to responding effectively to difficult or challenging behaviour of patients, clients and others. The unit will be suitable for Security Officers, Care Assistance Workers and others exposed to difficult and challenging behaviour.

Element	Evidence Submitted
1. Plan responses 2. Apply responses 3. Report and review incidents	