



# RECOGNITION OF PRIOR LEARNING APPLICATION FOR CERTIFICATE IV IN AGED CARE (CHC40102)

## 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"/> CHCAC6C	Support the Older Person to meet their emotional and psychosocial needs	
	<input type="checkbox"/> CHCAC7C	Plan and monitor service delivery plans	
	<input type="checkbox"/> CHCAC12C	Provide services to an Older Person with complex needs	
	<input type="checkbox"/> CHCADMIN3B	Undertake administrative work	
	<input type="checkbox"/> CHCCOM3C	Utilise specialist communication skills to build strong relationships	
	<input type="checkbox"/> CHCCS2C	Deliver and develop client services	
	<input type="checkbox"/> CHCCS301A	Work within a legal and ethical framework	
	<input type="checkbox"/> CHCGROUP3C	Plan and conduct group activities	
	<input type="checkbox"/> CHCINF2B	Participate in the work environment	
	<input type="checkbox"/> CHCOHS401A	Implement and monitor OHS policies and procedures for a work place	
	<input type="checkbox"/> CHCORG5B	Maintain an effective work environment	
	<input type="checkbox"/> CHCAC15A	Provide care support which is responsive to the specific nature of dementia	
	<input type="checkbox"/> CHCCS405A	Work effectively with culturally diverse clients and co-workers	
<input type="checkbox"/> HLTFA2A	Apply basic First Aid		
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	

## 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 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 of evidence submitted, please attach additional pages as required.

### **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
<ol style="list-style-type: none"> <li>1. Support the Older Person remain engaged with their social network and the wider community</li> <li>2. Support the Older Person to meet their emotional and psychological needs</li> <li>3. Recognise and accommodate the Older Person’s cultural and spiritual preferences</li> <li>4. Support the Older Person who is experiencing loss and grief</li> <li>5. Recognise and accommodate the Older Person’s expressions of identity and sexuality</li> </ol>	

### **Unit: CHCAC7C Plan and monitor service delivery plans**

This unit describes the knowledge and skills required by the worker to identify the service needs of the Older Person and to develop and monitor the service delivery plan.

Element	Evidence Submitted
<ol style="list-style-type: none"> <li>1. Identify the service needs of the Older Person</li> <li>2. Consult with the Older Person and/or their carer when determining the service delivery plan</li> <li>3. Develop and implement the service delivery plan</li> <li>4. Monitor and review the service delivery plan</li> </ol>	

**Unit: CHCAC12C Provide services to an Older Person with complex needs**

This unit describes the knowledge and skills required by workers to provide services to the Older Person with complex or special care needs, under supervision of a relevant professional.

Element	Evidence Submitted
<ol style="list-style-type: none"> <li>1. Evaluate and prioritise the needs of an Older Person with complex care issues</li> <li>2. Liaise and negotiate with appropriate personnel in the development of a service delivery plan</li> <li>3. Coordinate the delivery of the service delivery plan</li> <li>4. Coordinate the monitoring, evaluation and review of the service delivery plan</li> </ol>	

**Unit: CHCADMIN3B Undertake administrative work**

This unit prepares the worker to undertake a range of administrative functions in the workplace.

Element	Evidence Submitted
<ol style="list-style-type: none"> <li>1. Maintain accounts</li> <li>2. Participate in budgeting processes</li> <li>3. Operate equipment</li> <li>4. Maintain equipment</li> <li>5. Monitor equipment use and needs</li> </ol>	

**Unit: CHCCOM3C Utilise specialist communication skills to build strong relationships**

This unit relates to the application of specialist workplace communication techniques to build and maintain strong relationships with colleagues and clients, based on respect and trust.

Element	Evidence Submitted
<ol style="list-style-type: none"> <li>1. Identify appropriate communication strategies to meet the needs of clients and colleagues and build strong relationships</li> <li>2. Conduct effective communication with clients and staff</li> <li>3. Contribute to the development of effective communication strategies</li> <li>4. Represent the organisation to a range of groups</li> <li>5. Apply specific communication techniques to assist in resolving conflict</li> <li>6. Implement mechanisms that facilitate group discussions</li> </ol>	

**Unit: CHCCS2C Deliver and develop client services**

This unit prepares the worker to meet the specific needs of a broad range of existing and new clients within a defined framework.

Element	Evidence Submitted
<ol style="list-style-type: none"> <li>1. Target client services</li> <li>2. Deliver client services</li> <li>3. Develop and promote client services</li> </ol>	

**Unit: CHCCS301A Work within a legal and ethical framework**

This unit describes the knowledge and skills required by the workers to work within a legal and ethical framework that supports duty of care requirements.

Element	Evidence Submitted
1. Demonstrate an understanding of legislation and common law relevant to work role	
2. Follow the organisation's policies and practices	
3. Work ethically	
4. Recognise and respond when the clients rights and interests are not being protected	

**Unit: CHCGROUP3C Plan and conduct group activities**

This unit enables the worker to participate in, establish and lead a range of informal and formal groups in a variety of settings.

Element	Evidence Submitted
1. Address resourcing issues for group activities	
2. Coordinate a group planning process	
3. Manage group processes including responding to conflict	
4. Evaluate group activities	

**Unit: CHCINF2B Maintain organisation's information systems**

This unit will enable the worker to collect, store and provide accurate and current information to clients.

Element	Evidence Submitted
1. Maintain accurate records	
2. Handle organisational correspondence	
3. Provide information as required	

**Unit: CHCOHS401A Implement and monitor OHS policies and procedures for a work place**

On completion of this unit, the worker will be able to accurately implement and monitor defined OHS policies and procedures for a work place or area, within their scope of responsibilities. The worker will also be capable of coaching the team in participating and contributing to OHS management issues. The worker will be able to perform duties as a safety committee member or a team leader in an organisation.

Element	Evidence Submitted
1. Explain OHS information for co-workers in team  2. Coach co-workers in team  3. Promote consultation and participation  4. Implement and monitor enterprise procedures for identifying hazards and risk  5. Maintain appropriate OHS records	

**Unit: CHCORG5B Maintain an effective work environment**

Upon completing this unit the worker will be able to meet individual responsibilities within a work group.

Element	Evidence Submitted
1. Work to achieve identified outcomes  2. Establish and maintain appropriate work relationships  3. Facilitate operation of the workgroup  4. Review and develop own performance	

**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
<ol style="list-style-type: none"> <li>1. Use communication strategies which take account of the progressive and variable nature of Dementia</li> <li>2. Provide appropriate activities to maintain clients dignity, skill and health at an optimum level</li> <li>3. Develop and implement strategies which minimise the impact of challenging behaviours</li> </ol>	

**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
<ol style="list-style-type: none"> <li>1. Apply an awareness of culture as a factor in all human behaviour</li> <li>2. Contribute to the development of relationships based on cultural diversity</li> <li>3. Communicate effectively with culturally diverse persons</li> <li>4. Resolve cross-cultural misunderstandings</li> </ol>	

**Unit: HLTF2A Apply advanced First Aid**

This unit deals with the provision of advanced First Aid response, life support, management of casualty(s), the incident and other First Aiders, until the arrival of medical and/or other assistance, and provision of support to other providers.

<b>Element</b>	<b>Evidence Submitted</b>
1. Assess the situation 2. Manage the casualty(s) 3. Co-ordinate First Aid activities until arrival of medical assistance 4. Communicate essential incident details	