



**Australian Government**

# **Assessment Requirements for CHCECD003 Promote job seekers to employers**

**Release: 1**

## Assessment Requirements for CHCECD003 Promote job seekers to employers

### Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p> <p>Supersedes CHCES404B</p>

### Performance Evidence

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:

- matched at least 5 different job seekers to employers where at least 3 of those job seekers present with multiple barriers to employment, including:
  - sourcing and using labour market and employment information to inform matching
  - working with the job seeker to identify strengths
  - engaging in employer contact sessions, using the following communication skills:
    - active listening
    - selling skills
    - negotiation
  - providing follow up contact.

### Knowledge Evidence

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:

- legal and ethical considerations (national, state/territory) for delivering contracted employment services, and how these are applied in organisations:
  - codes of practice
  - discrimination
  - duty of care
  - equal employment opportunity (EEO)
  - privacy, confidentiality and disclosure
  - policy frameworks
  - records management
  - rights and responsibilities of workers, employers and clients
  - specific legislation, relevant deeds and their application to employment services contracting, including:
    - *Social Security Act 1991*
    - role as delegate of the Commonwealth
  - work health and safety
- principles and practices of strengths-based practice
- current and emerging characteristics and requirements of local labour markets:
  - current and projected skills shortages
  - local labour market information, including industry make up, employment growth areas, skills in demand
  - vacancy reporting
  - unemployment and job seeker data
  - recruitment analysis
- expectations and needs of job seekers and potential employers and how these may vary
- forms of assistance to employers, and how these are used
  - wage subsidies
  - post-placement services
  - assistance with workplace modifications
  - reasonable adjustment support
- current incentives and other assistance available to employers
- communication techniques, including
  - active listening
  - selling
  - negotiation

## Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - labour market information

- employer and job information
- client information
- organisation policies and procedures
- modelling of industry operating conditions, including:
  - scenarios that involve interactions with other people
  - scenarios that involve problem-solving.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>