Australian Government

Assessment Requirements for CHCEDS008 Comply with school administrative requirements

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in *CHC Community Services Training Package release 1.0* and meets the requirements of the 2012 Standards for Training Packages. New evidence requirements for assessment

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 demonstrated evidence that the candidate has completed the following tasks at least once:

- applied the appropriate level of reading, writing, language and numeracy competence to effectively comply with administrative tasks required, including:
  - demonstrating clear, concise and accurate communication skills with a diverse range of individuals
  - following organisation policies and procedures for record-keeping
  - setting up and using basic functions of a desktop computer and printer to produce required documents
  - using accurate spelling, grammar and punctuation in relation to at least three required documents
  - using effective time-management for prioritising the distribution of information
  - using problem-solving skills to redirect enquiries and establish confidentiality protocols

Knowledge Evidence

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.

These include knowledge of:

- boundaries between teaching and education support roles in the provision of information about students
- policies and procedures of the organisation that apply to record-keeping and documentation preparation
- policies of child safety, confidentiality, security and circulation of records
- implications for the education support role of legislation relating to child safety and privacy.

Assessment Conditions

Skills must be demonstrated in the workplace.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

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