



Australian Government

Department of Education, Employment and Workplace Relations

CHC40312 Certificate IV in Disability

Release: 1

CHC40312 Certificate IV in Disability

Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC40308 Certificate IV in Disability	CHC40312 Certificate IV in Disability	Updated core WHS units

Description

This qualification addresses work in residential group homes, training resource centres, day respite centres and open employment services, other community settings and clients' homes. These workers:

- Apply knowledge and skills gained through qualifications and/or previous experience to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation
- Report to service managers and may liaise with health professionals and other service agencies
- May work without direct supervision and may be required to supervise and/or coordinate a limited number of lower classified workers.

Occupational titles may include:

- Behavioural support officer
- Development officer
- Disability officer - day support
- Disability support officer / worker
- Employment coordinator (disability)
- Job coordinator
- Lifestyle support officer
- Local area coordinator
- Marketing coordinator
- Project officer (life enhancement team)
- Residential care officer
- Senior personal care assistant
- Social educator
- Social trainer
- Supervisor

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units are required for award of this qualification including:

- 10 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCCS400C Work within a relevant legal and ethical framework

CHCCS411C Work effectively in the community sector

CHCDIS301C Work effectively with people with a disability

CHCDIS302A Maintain an environment to empower people with disabilities

CHCDIS405A Facilitate skills development and maintenance

CHCDIS410A Facilitate community participation and inclusion

CHCDIS411A Communicate using augmentative and alternative communication strategies

CHCICS402B Facilitate individualised plans

AND one of each of the following pairs of units:

CHCICS305B Provide behaviour support in the context of individualised plans

OR

CHCICS404B Plan and provide advanced behaviour support

AND:

HLTWHS300A Contribute to WHS processes

OR

CHCWHS312A Follow WHS safety procedures for direct care work

The importance of culturally aware and respectful practice

All workers in the disability sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group A electives – recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

Client support

CHCAD401D Advocate for clients

CHCCM404A Undertake case management for clients with complex needs

CHCCOM403A Use targeted communication skills to build relationships

CHCCS310A Support inclusive practice in the workplace

CHCCS312A Use electronic learning materials

CHCCS413B Support individuals with autism spectrum disorder

CHCCS417B Provide support and care relating to suicide bereavement

CHCCS422B Respond holistically to client issues and refer appropriately

CHCCS425B Support health professional

CHCCS426B Provide support and care relating to loss and grief

CHCCS502C Maintain legal and ethical work practices

CHCCS506A Promote and respond to workplace diversity

CHCDIS313A Support people with disabilities who are ageing

CHCDIS404C Design procedures for support

CHCDIS408D Support people with disabilities as workers

CHCDIS409B Provide services to people with disabilities with complex needs

CHCDIS509E Maximise participation in work by people with disabilities

CHCICS401B Facilitate support for personal care needs

CHCICS403A Conduct individual assessment

CHCICS404B Plan and provide advanced behaviour support

CHCICS405B Facilitate groups for individual outcomes

CHCICS406B Support client self management

CHCICS407B Support positive lifestyle

CHCICS408B Provide support to people with chronic disease

CHCICS409A Recognise and respond to suspected abuse of vulnerable people

CHCICS410A Support relationships with carers and families

CHCLD315A Recognise stages of lifespan development

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCORG406C Supervise work
CHCORG529B Provide coaching and motivation
CHCPA301B Deliver care services using a palliative approach
CHCPA402B Plan for and provide care services using a palliative approach
HLTAP301B Recognise healthy body systems in a health care context
HLTAP401B Confirm physical health status
HLTFS207C Follow basic food safety practices

Medication and health professional support

CHCCS305C Assist clients with medication (*Note pre-requisite HLTAP301B*)
CHCCS424B Administer and monitor medications
(*Note pre-requisites CHCCS305C, HLTAP301B*)
CHCCS425B Support health professional
HLTFA311A Apply first aid
HLTFA412A Apply advanced first aid (*Note pre-requisite HLTFA311A*)

Working with older people

CHCAC318B Work effectively with older people
CHCAC412B Provide services to older people with complex needs
(*Note pre-requisite CHCAC318B*)
CHCAC416A Facilitate support responsive to the specific nature of dementia
CHCAC417A Implement interventions with older people at risk of falls

Working with people with mental health issues

CHCMH402B Apply understanding of mental health issues and recovery processes
CHCMH411A Work with people with mental health issues

Working with people with alcohol and other drug issues

CHCAOD402B Work effectively in the alcohol and other drugs sector

Leisure and health

CHCRH401C Work effectively in the leisure and health industry
CHCRH402B Undertake leisure and health programming
CHCRH404B Plan, implement and monitor leisure and health programs

Team coordination and supervision

CHCCOM403A Use targeted communication skills to build relationships
CHCNET404B Facilitate links with other services
CHCORG406C Supervise work
CHCORG423C Maintain quality service delivery
BSBWOR403A Manage stress in the workplace

Outreach work

CHCCH427B Work effectively with people experiencing or at risk of homelessness
CHCCH522B Undertake outreach work

Oral health

CHCOHC303B Use basic oral health screening tools
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A Support clients and groups to learn practical aspects of oral health care
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues
CHCOHC406B Provide or assist with oral hygiene
CHCOHC407B Apply and manage use of basic oral health products

