



Australian Government

CHCCCS005 Conduct individual assessments

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to prepare for, conduct and report on an assessment of a persons need for support services using established processes and tools.

The unit applies to workers across a range of community services or health contexts, but does not provide a basis for a worker to conduct a clinical health assessment which should be conducted by a relevant health professional.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Prepare for assessment

1.1 Identify the need for assessment based on organisation policy and procedure

1.2 Identify required assessment tools and processes

1.3 Clarify purpose and scope of assessment and refer situations beyond own responsibility to the appropriate person

1.4 Organise appropriate time and suitable place for the assessment with the person and obtain the person's consent

1.5 Clarify whether the person wants others present at the

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assessment and if interpreter is needed

2. Conduct assessment session

2.1 Inform the person of the purpose and process of the assessment and confirm understanding

2.2 Conduct assessment in a fair manner according to guidelines

2.3 Recognise the person's diverse needs and any interrelated services required or currently being accessed

2.4 Obtain the person's information through effective use of active listening and questioning

2.5 Encourage and support the person to share potentially sensitive information

2.6 Identify the person's level of comfort with the assessment process and continue or suspend the assessment process as necessary

2.7 Record assessment results according to defined guidelines

3. Interpret and report on assessment results

3.1 Interpret assessment results according to defined guidelines

3.2 Provide feedback on outcome of assessment to the person

3.3 Prepare and store assessment report based on guidelines and organisation policy and procedures

3.4 Provide assessment information to others according to the person's consent requirements and organisation policy and procedure

4. Reflect on own practice

4.1 Undertake self-evaluation in conjunction with supervisor or peers

4.2 Provide and receive open and evaluative feedback to and from co-workers

4.3 Use feedback to enhance future assessment practice

Foundation Skills

The Foundation Skills describe those required skills (such as language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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