



Australian Government

CHCDEV006 Analyse information for service planning and delivery

Release: 1

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Modification History

Not applicable.

Application

This unit describes performance outcomes, skills and knowledge required to develop and tailor service plans to address a specific person's needs. Workers are required to undertake this task with an underpinning knowledge of human development.

This unit applies to people working in a range of community service contexts. The worker may or may not supervise the work of others.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Development

Unit Sector

Community Services

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Analyse available information.

PERFORMANCE CRITERIA

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

- 1.1. Source and interpret results and reports from tests, observations and assessments.
- 1.2. Observe person to consider accuracy of available reports.
- 1.3. Identify specific social, psychological and developmental issues for the person.
- 1.4. Analyse person's information in relation to preparation for

- planning services, observing organisational requirements and protocols.
2. Plan actions to address person's developmental status and identified issues.
 - 2.1. Work with person to develop an action plan to address their needs and personal circumstances.
 - 2.2. Consider life and developmental stage of person and ensure that proposed actions are suitable.
 - 2.3. Ensure that the plan has clear actions, with agreed timelines and responsibilities, and is documented and stored in line with organisational policies and procedures.
 3. Implement services.
 - 3.1. Provide services in accordance with the action plan, legislative and organisational policies and procedures, and occupational health and safety requirements.
 - 3.2. Maintain current, complete, accurate and relevant records for each person's contact according to organisational policies and procedures.
 - 3.3. Monitor impact of services in line with scope of own work role and organisational policies and procedures.
 - 3.4. Adjust and refine plan in response to changed circumstances.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	interpret and analyse person's information, including test results.
Writing skills to:	complete familiar forms.

Unit Mapping Information

Supersedes and is equivalent to CHCDEV003 Analyse client information for service planning and delivery.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>