



Australian Government

CHCECD002 Deliver and monitor contracted employment services

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 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Merged CHCES311A/CHCES312A/CHCES415A. Significant changes 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 comply with government contractual requirements relating to the delivery of employment services and monitor contractual compliance.

This unit applies to individuals in employment services roles, working according to established procedures and systems.

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. Identify key requirements of government contract

1.1 Review contractual information and identify service provider's contractual responsibilities

1.2 Identify key contractual compliance requirements in job role

1.3 Determine and organise activities in accordance with contract

2. Comply with contractual

2.1 Meet contractual requirements relevant to job role and

ELEMENT	PERFORMANCE CRITERIA
requirements	<p>apply organisation policies and procedures</p> <p>2.2 Complete and maintain accurate documents and records to meet organisation requirements</p> <p>2.3 Monitor client outcomes against contractual performance requirements</p> <p>2.4 Report potential and actual non-compliance issues to management</p>
3. Monitor and improve contractual compliance	<p>3.1 Use monitoring mechanisms and tools to evaluate compliance with government contract</p> <p>3.2 Monitor own performance against contractual compliance in job role</p> <p>3.3 Identify and rectify any potential or actual non-compliance in own job role</p> <p>3.4 Identify and document areas for improvement in contractual compliance and report to management</p>

Foundation Skills

The Foundation Skills describe those required skills (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-bd22cc4fle53>