CHCECD007 Maximise participation in work by people with disability

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *CHC Community Services Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence. Supersedes CHCDIS509E

Application

This unit describes the skills and knowledge required to monitor employment opportunities, assist people with disability to prepare for employment, match jobs to individuals and provide ongoing support.

This unit applies to individuals working in employment services, career development and other environments where individuals are supporting people with disability.

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. Monitor employment opportunities for people with disability	1.1 Develop and maintain relationships with employers within scope of own job role
	1.2 Initiate, conduct and document research into identified employers' businesses and jobs
	1.3 Monitor and document trends in the labour market to

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
	enhance opportunities for placement of people with disability in sustainable employment
2. Prepare people with disability for employment	2.1 Identify job search and job matching techniques and educate the person on their use according to individual needs
	2.2 Refer the person to, or register them with, appropriate agencies
	2.3 Provide the person with information about their working conditions, and rights and responsibilities as an employee
	2.4 Provide the person with information about industrial awards, the industrial parties and their implications for employment
	2.5 Assist the person to identify potential work health and safety issues
	2.6 Identify and respond to situations where referral to specialists may be required for provision of complex supports
3. Match workplace or job and person with a disability	3.1 Work collaboratively with the person to assess individual employment aspirations, interests, skills and abilities using established assessment tools
	3.2 Gather and review information from employers to determine their needs
	3.3 Evaluate job vacancies in consultation with the person to determine their relevance
	3.4 Match the person with job role and employer requirements and consider reasonable adjustments where appropriate to match ability of the person with the job requirements
	3.5 Provide or organise required information or training regarding disability to others in selected workplace
	3.6 Support the negotiation of working conditions between the parties according to scope of own role and organisation procedures
	3.7 Make relevant parties aware of specific work health and safety (WHS) issues

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
4. Provide initial and ongoing support	4.1 Conduct job and task analysis based on information provided from employer
	4.2 Provide or organise initial training and support to the person with disability based on analysis
	4.3 Monitor and document the progress of the person in the workplace according to organisation procedures
	4.4 Identify and respond to situations where additional ongoing support is required

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-bd22cc4f1e53