



Australian Government

Department of Education, Employment and Workplace Relations

CHC40212 Certificate IV in Home and Community Care

Release: 1

CHC40212 Certificate IV in Home and Community Care

Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC40208 Certificate IV in Home and Community Care	CHC40212 Certificate IV in Home and Community Care	Updated core WHS unit

Description

This qualification addresses work in client homes and other community settings within defined organisational guidelines and service plans.

These workers:

- Carry out activities related to maintaining an individual's well being through personal care and/or other activities of living
- May provide services to individuals with complex needs, and/or work with groups of older people Work may include training and support to promote independence and community participation, which may be provided as part of activities and programs in a variety of home and community care settings
- Report to service managers and liaise with professionals and other service providers
- May be required to supervise and/or coordinate a limited number of other workers.

Occupational titles may include:

- Assistant coordinator
- Assistant team leader
- Care team leader
- Community house worker
- Community support worker
- Day activity worker
- In-home respite care
- Personal care worker
- Senior community care worker
- Service coordinator
- Support worker
- Transport coordinator

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Entry requirements

To gain entry into *CHC40212 Certificate IV in Home and Community Care* a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from *CHC30312 Certificate III in Home and Community Care* (or equivalent):

CHCAC318B Work effectively with older people

CHCDIS301C Work effectively with people with a disability

CHCICS304B Work effectively with carers

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:

- 6 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives which are recommended for advanced care work
- Group C electives which are recommended for service coordination work
- 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

CHCAC416A Facilitate support responsive to the specific nature of dementia

CHCCS411C Work effectively in the community sector

CHCHC401B Coordinate and monitor home based support

CHCICS402B Facilitate individualised plans

AND one of each of the following pairs of units:

HLTWHS300A Contribute to OHS processes

OR

CHCWHS312A Follow safety procedures for direct care work

AND

HLTHIR403C Work effectively with culturally diverse clients and co-workers

OR

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

The importance of culturally aware and respectful practice

All workers in the home and community care 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

This qualification has been structured to provide a specific focus on either Aboriginal and/or Torres Strait Islander or culturally diverse clients. Where work involves a specific focus on both Aboriginal and/or Torres Strait Islander and culturally diverse clients or communities, candidates are recommended to select whichever of the following units not selected as core:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

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

Group B - electives recommended for advanced care work

Those working in delivery of advanced care services should have the skills and knowledge addressed by:

CHCICS401B Facilitate support for personal care needs

In addition, at least 4 of the following units are recommended as electives for work in advanced care services delivery in a home and community care context:

CHCAC410B Collect technical data to support client health care plan (Note pre-requisite HLTAP301B)

CHCAD401D Advocate for clients

CHCCM404A Undertake case management for clients with complex needs

CHCCS426B Provide support and care relating to loss and grief

CHCPA301B Deliver care services using a palliative approach

HLTAP301B Recognise healthy body systems in a health care context

HLTAP401B Confirm physical health status

Group C - electives recommended for service coordination work

At least 5 of the following units are recommended to be selected for service coordination work in a home and community care context

CHCADMIN403D Undertake administrative work

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400B Work within a relevant legal and ethical framework

CHCNET404B Facilitate links with other services

CHCORG406C Supervise work

CHCORG423C Maintain quality service delivery

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

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400C Work within a relevant legal and ethical framework
CHCCS401C Facilitate responsible behaviour
CHCCS417B Provide support and care relating to suicide bereavement
CHCCS422B Respond holistically to client issues and refer appropriately
CHCCS426B Provide support and care relating to loss and grief
CHCDIS405A Facilitate skills development and maintenance
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
CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively
CHCPAS401B Undertake pastoral care work
HLTFS207C Follow basic food safety practices
HLTFS309C Oversee the day-to-day implementation of food safety in the workplace
HLTFS310C Apply and monitor food safety requirements

Medication and health professional support
CHCCS305C Assist clients with medication (Note pre-requisite HLTAP301B)
CHCCS424B Administer and monitor medications (Note pre-requisites CHCCS305B, HLTAP301B)
CHCCS425B Support health professional
HLTFA311A Apply first aid
HLTFA412A Apply advanced first aid (Note pre-requisite HLTFA301C)

Working with older people
CHCAC317A Support older people to maintain their independence
CHCAC412B Provide services to older people with complex needs (Note pre-requisite CHCAC318B)
CHCAC417A Implement interventions with older people at risk of falls
CHCPA402B Plan for and provide care services using a palliative approach

Working with people with disabilities
CHCDIS400C Provide care and support
CHCDIS409B Provide services to people with disabilities with complex needs
CHCDIS410A Facilitate community participation and inclusion
CHCDIS411A Communicate using augmentative and alternative communication strategies

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

CHCORG406C Supervise work

CHCORG423C Maintain quality service delivery

Organisation support

BSBWOR401A Establish effective workplace relationships

CHCADMIN403D Undertake administrative 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 and encourage 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