



**Australian Government**

# **AHCWRK310 Provide on-job training support**

**Release: 1**

# AHCWRK310 Provide on-job training support

## Modification History

| Release | TP Version | Comment         |
|---------|------------|-----------------|
| 1       | AHCv1.0    | Initial release |

## Application

This unit of competency describes the skills and knowledge required to provide on-job training support.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

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

## Pre-requisite Unit

Nil.

## Unit Sector

Work (WRK)

## Elements and Performance Criteria

| Element                                           | Performance criteria                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes.         | Performance criteria describe the performance needed to demonstrate achievement of the element.                                                                                                                                                                                                                                                     |
| 1. Identify needs for on-the-job training support | 1.1 Determine training needs in consultation with supervisor and employee or trainee<br>1.2 Obtain agreement on the extent and scope of training support to be provided with the supervisor<br>1.3 Define outcomes from training prior to commencement<br>1.4 Clarify methods of providing on-job training support and obtain agree from supervisor |
| 2. Support on-the-job training                    | 2.1 Confirm training outcomes with the learner<br>2.2 Deliver training as directed and in accordance with workplace                                                                                                                                                                                                                                 |

| Element                                     | Performance criteria                                                                                                                                                                                                         |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | procedures and relevant legislation<br>2.3 Practice opportunities are provided to re-enforce the training                                                                                                                    |
| 3. Provide follow-up and support to learner | 3.1 Opportunities to apply competencies on-the-job are provided<br>3.2 Constructive feedback and coaching are provided to assist learning<br>3.3 Feedback of employee's progress is given to the supervisor in the workplace |

## Foundation Skills

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

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCWRK310A Provide on-job training support.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

# Assessment Requirements for AHCWRK310 Provide on-job training support

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## Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- identify hazards and providing a safe learning environment
- determine training needs and required outcomes
- deliver training in work skills
- identify needs for on-the-job training support
- provide follow-up and support to learner
- use industry standard terminology.

## Knowledge Evidence

The candidate must demonstrate knowledge of:

- adult learning principles
- setting up on-job training support
- approaches to on-job training support
- resources required for on-job training support
- reviewing and reporting on on-job training support
- work health and safety issues related to on-job training support.

## Assessment Conditions

Assessors must satisfy current standards for RTOs.

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