



Australian Government

CHCCCS005 Conduct individual assessments

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant change to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to prepare for, conduct and report on an assessment of a persons need for support services using established processes and tools.

The unit applies to workers across a range of community services or health contexts, but does not provide a basis for a worker to conduct a clinical health assessment which should be conducted by a relevant health professional.

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. Prepare for assessment

1.1 Identify the need for assessment based on organisation policy and procedure

1.2 Identify required assessment tools and processes

1.3 Clarify purpose and scope of assessment and refer situations beyond own responsibility to the appropriate person

1.4 Organise appropriate time and suitable place for the assessment with the person and obtain the person's consent

1.5 Clarify whether the person wants others present at the

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

assessment and if interpreter is needed

2. Conduct assessment session

2.1 Inform the person of the purpose and process of the assessment and confirm understanding

2.2 Conduct assessment in a fair manner according to guidelines

2.3 Recognise the person's diverse needs and any interrelated services required or currently being accessed

2.4 Obtain the person's information through effective use of active listening and questioning

2.5 Encourage and support the person to share potentially sensitive information

2.6 Identify the person's level of comfort with the assessment process and continue or suspend the assessment process as necessary

2.7 Record assessment results according to defined guidelines

3. Interpret and report on assessment results

3.1 Interpret assessment results according to defined guidelines

3.2 Provide feedback on outcome of assessment to the person

3.3 Prepare and store assessment report based on guidelines and organisation policy and procedures

3.4 Provide assessment information to others according to the person's consent requirements and organisation policy and procedure

4. Reflect on own practice

4.1 Undertake self-evaluation in conjunction with supervisor or peers

4.2 Provide and receive open and evaluative feedback to and from co-workers

4.3 Use feedback to enhance future assessment practice

Foundation Skills

The Foundation Skills describe those required skills (such as 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>

Assessment Requirements for CHCCCS005 Conduct individual assessments

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- completed assessments within established guidelines for at least 3 people presenting with different needs
- communicated effectively with the person to both obtain and provide information and to gain consent

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- different types of assessment and their use in different contexts
- assessment process:
 - roles and responsibilities of different people
 - impact of the environment to the process
 - roles and types of assessment tools
 - validity and reliability requirements
 - reporting requirements and formats
- fairness and equity considerations in conducting assessments
- interviewing techniques
- legal and ethical considerations relating to the assessment process, including:

- privacy, confidentiality and disclosure
- duty of care
- informed consent
- organisation policies and procedures, including:
 - referrals and inter-service collaboration
 - exiting or transitioning from service

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - assessment tools
 - assessment process guidelines
- modelling of industry operating conditions and contingencies, including assessment conditions must involve people with whom the candidate can interact

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

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