



Australian Government

CHCDEV006 Analyse information for service planning and delivery

Release: 1

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Modification History

Not applicable.

Application

This unit describes performance outcomes, skills and knowledge required to develop and tailor service plans to address a specific person's needs. Workers are required to undertake this task with an underpinning knowledge of human development.

This unit applies to people working in a range of community service contexts. The worker may or may not supervise the work of others.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

Development

Unit Sector

Community Services

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Analyse available information.

PERFORMANCE CRITERIA

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

- 1.1. Source and interpret results and reports from tests, observations and assessments.
- 1.2. Observe person to consider accuracy of available reports.
- 1.3. Identify specific social, psychological and developmental issues for the person.
- 1.4. Analyse person's information in relation to preparation for

- planning services, observing organisational requirements and protocols.
2. Plan actions to address person's developmental status and identified issues.
 - 2.1. Work with person to develop an action plan to address their needs and personal circumstances.
 - 2.2. Consider life and developmental stage of person and ensure that proposed actions are suitable.
 - 2.3. Ensure that the plan has clear actions, with agreed timelines and responsibilities, and is documented and stored in line with organisational policies and procedures.
 3. Implement services.
 - 3.1. Provide services in accordance with the action plan, legislative and organisational policies and procedures, and occupational health and safety requirements.
 - 3.2. Maintain current, complete, accurate and relevant records for each person's contact according to organisational policies and procedures.
 - 3.3. Monitor impact of services in line with scope of own work role and organisational policies and procedures.
 - 3.4. Adjust and refine plan in response to changed circumstances.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Numeracy skills to:	interpret and analyse person's information, including test results.
Writing skills to:	complete familiar forms.

Unit Mapping Information

Supersedes and is equivalent to CHCDEV003 Analyse client information for service planning and delivery.

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 CHCDEV006 Analyse information for service planning and delivery

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- source and analyse information for at least three people in the context of planning and delivering community services including:
 - interpreting test results and reports
 - reviewing social, psychological and developmental issues
- plan and deliver services suitable to meet the needs and circumstances of the above three people, in line with:
 - organisational policies, procedures and processes
 - level of persons' engagement and community involvement
- implement, monitor and review services for at least three people.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- stages of behavioural development and their potential effects
- indicators of mental, physical, emotional and social difficulties
- indicators of trauma
- standard tests used to measure and review individual capacity and function and how to interpret
- factors that may impact on the individual at identified
- legislative requirements and obligations relating to delivery of community services, including mandatory notification issues and child protection policy
- detailed protocols and available resources associated with service delivery and referral
- organisational policies and procedures.

Assessment Conditions

Skills must be demonstrated in the workplace, with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

Assessment must ensure:

- access to facilities, equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
- access to organisational standards, policies and procedures
- opportunities for engagement with people utilising community services.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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