



Australian Government

Assessment Requirements for CHCECD004 Establish and monitor Australian Apprenticeship arrangements

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged CHCES305B/CHCES402C. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

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:

- established and monitored at least 3 different apprenticeships or traineeship arrangements for clients in different industries, including:
 - providing clear and current advice to both employer and apprentice or trainee
 - establishing, completing and tracking of all required documentation
 - monitoring activities with both client and employer.

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:

- legal and ethical considerations (international, national, state/territory) for delivering Australian Apprenticeships' services, and how these are applied in organisations:
 - codes of practice
 - discrimination
 - duty of care
 - equal employment opportunity (EEO)
 - policy frameworks and guidelines for Australian Apprenticeships, including:
 - key responsibilities

- establishment and monitoring
- industrial frameworks
- privacy, confidentiality and disclosure
- records management, including:
 - documentation for pre, during and post workplace visits
- rights and responsibilities of workers, employers and clients
- specific legislation, relevant deeds and their application to employment services contracting, including:
 - *Social Security Act 1991*
 - role as delegate of the Commonwealth
- work role boundaries – responsibilities and limitations
- work health and safety
- incentives and other assistance available to employer and apprentice
- operating structure and key principles of the training and education system, including private and public, in the following sectors:
 - school
 - vocational education and training
 - higher education
- terminology used in different education and training sectors
- financial aspects of education and training, including:
 - costs
 - incentives
 - assistance (national, state/territory, local).

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:
 - Australian Apprenticeships guidelines
 - Australian Apprenticeships documentation
 - organisation policies and procedures
- modelling of industry operating conditions, including:
 - scenarios that involve interactions with other people
 - scenarios that involve problem-solving.

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>