



Australian Government

CHCECD007 Maximise participation in work by people with disability

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. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence. Supersedes CHCDIS509E

Application

This unit describes the skills and knowledge required to monitor employment opportunities, assist people with disability to prepare for employment, match jobs to individuals and provide ongoing support.

This unit applies to individuals working in employment services, career development and other environments where individuals are supporting people with disability.

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. Monitor employment opportunities for people with disability

- 1.1 Develop and maintain relationships with employers within scope of own job role
- 1.2 Initiate, conduct and document research into identified employers' businesses and jobs
- 1.3 Monitor and document trends in the labour market to

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enhance opportunities for placement of people with disability in sustainable employment

2. Prepare people with disability for employment

2.1 Identify job search and job matching techniques and educate the person on their use according to individual needs

2.2 Refer the person to, or register them with, appropriate agencies

2.3 Provide the person with information about their working conditions, and rights and responsibilities as an employee

2.4 Provide the person with information about industrial awards, the industrial parties and their implications for employment

2.5 Assist the person to identify potential work health and safety issues

2.6 Identify and respond to situations where referral to specialists may be required for provision of complex supports

3. Match workplace or job and person with a disability

3.1 Work collaboratively with the person to assess individual employment aspirations, interests, skills and abilities using established assessment tools

3.2 Gather and review information from employers to determine their needs

3.3 Evaluate job vacancies in consultation with the person to determine their relevance

3.4 Match the person with job role and employer requirements and consider reasonable adjustments where appropriate to match ability of the person with the job requirements

3.5 Provide or organise required information or training regarding disability to others in selected workplace

3.6 Support the negotiation of working conditions between the parties according to scope of own role and organisation procedures

3.7 Make relevant parties aware of specific work health and safety (WHS) issues

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

4. Provide initial and ongoing support

4.1 Conduct job and task analysis based on information provided from employer

4.2 Provide or organise initial training and support to the person with disability based on analysis

4.3 Monitor and document the progress of the person in the workplace according to organisation procedures

4.4 Identify and respond to situations where additional ongoing support is required

Foundation Skills

The Foundation Skills describe those required skills (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 CHCECD007 Maximise participation in work by people with disability

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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:

- researched and documented potential employment opportunities for people with disability
- assisted at least 3 people with disability gain employment, including:
 - assessing needs of both the employer and the job seeker
 - making suitable matches based on assessment of needs and job analysis
 - addressing all information needs and WHS issues both for the workplace and the job seeker
- used effective communication skills and strengths-based person-centred approaches
- undertaken a process of making reasonable adjustments to at least 2 jobs to meet the specific needs of both people with disability and employers.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively manage 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 (national, state/territory) for delivering employment services, and how these are applied in organisations:

- codes of practice
- discrimination
- duty of care
- equal employment opportunity (EEO)
- privacy, confidentiality and disclosure
- policy frameworks – current approaches to disability employment
- records management
- specific legislation, relevant deeds and their application to disability employment services contracting, including:
 - disability services Acts
 - role as delegate of the Commonwealth
- work role boundaries – responsibilities and limitations
- work health and safety – potential issues and risks associated with different types of work and different types of disability
- history and recent developments in disability:
 - social versus medical model of service
 - institutionalised versus person-centred, self-directed model of support
- social constructs of disability and the impact of own attitudes on working with people with disabilities
- principles of:
 - empowerment
 - rights-based approaches
 - person-centred practices
 - strengths-based approaches
 - self-advocacy
 - active support
 - active listening
 - social justice, and the importance of knowing and respecting each person as an individual
- types of disability, and their broad impact in relation to employment, including:
 - acquired brain injury
 - autism spectrum disorder
 - cognitive disability
 - developmental delay
 - intellectual disability
 - mental or psychiatric disability
 - neurological impairment
 - physical disability
 - sensory disability
 - speech or language disability

- sources of information on the labour market and employment opportunities
- current and emerging labour market characteristics, including:
 - current and projected skills shortages
 - local labour market information, including industry make up, employment growth areas, skills in demand
 - vacancy reporting
 - unemployment and job seeker data
 - recruitment analysis
- ways of supporting employment for people with disability, including:
 - making reasonable adjustments or disability-specific accommodations
 - re-design of jobs
 - information and training for others in the workplace
 - information and training for the person with disability
 - ongoing support options
- incentives and other assistance available to employers and workers
- industrial relations information relevant to employment services and disability, including:
 - awards and their application
 - individual contracts
 - registered agreements
 - wage/salary systems relating to employment for people with disability
 - role of industrial parties – unions, employer organisations, industrial commissions
- communication techniques that support relationship building and collaboration, including:
 - active listening
 - rapport-building
 - negotiation.

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:
 - employer and job seeker information
 - labour market information
 - assessment tools
 - organisation policies and procedures
- modelling of industry operating conditions, including:
 - scenarios that involve interactions with real people
 - scenarios that involve problem-solving.

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

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