



**Australian Government**

# **CHC30312 Certificate III in Home and Community Care**

**Release 2**

## CHC30312 Certificate III in Home and Community Care

### Modification History

CHC08 Version 4	CHC08 Version 4.2	Comments
CHC30308 Certificate III in Home and COmmunity Care	CHC30312 Certificate III in Home and COmmunity Care	Corrections to errors and minor changes to improve readability. No change to qualification outcome.

### Description

This qualification addresses work in client homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans.

These workers:

- Carry out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers.

**Occupational titles** may include:

- Care assistant / worker
- Care service employees
- Community care worker
- Community support worker
- Disability support worker
- Driver
- Food services deliverer
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver / worker
- Planned activity assistant
- Transport support worker
- Support worker

### Pathways Information

Not Applicable

## **Licensing/Regulatory Information**

Not Applicable

## **Entry Requirements**

Not Applicable

## Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

### Packaging Rules

#### PACKAGING RULES

14 units are required for award of this qualification including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives from which at least one unit must be selected for this qualification
- Group B electives which are recommended for special consideration
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at this level or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing

#### Core units

CHCAC318B Work effectively with older people

CHCAC319A Provide support to people living with dementia

CHCCS411C Work effectively in the community sector

CHCDIS301C Work effectively with people with a disability

CHCHC311C Work effectively in home and community care

CHCICS301B Provide support to meet personal care needs

CHCICS302B Participate in the implementation of individualised plans

CHCICS304B Work effectively with carers

CHCWHS312A Follow WHS safety procedures for direct care work

#### **The importance of culturally aware and respectful practice**

All workers in the home and community care sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

#### **Group A electives - at least one unit must be selected**

One of the following units **must** be selected for this qualification.

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Where work involves a specific focus on both Aboriginal and/or Torres Strait Islander and culturally diverse clients or communities, candidates are recommended to select both units.

**Group B electives for special consideration**

The following electives, whilst not required in *all* home and community care work, are highly recommended to be considered for inclusion in this qualification:

CHCICS303A Support individual health and emotional well being

CHCPA301B Deliver care services using a palliative approach

**Other relevant electives**

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

**Client support**

CHCAC410B Collect technical data to support client health care plan (Note pre-requisite HLTAP301B)

CHCAD401D Advocate for clients

CHCCOM302D Communicate appropriately with clients and colleagues

CHCCS311D Deliver and monitor services to clients

CHCCS400C Work within a relevant legal and ethical framework

CHCCS401C Facilitate responsible behaviour

CHCCS426B Provide support and care relating to loss and grief

CHCGROUP302D Support group activities

CHCICS305B Provide behaviour support in the context of individualised plans

CHCICS306B Provide basic foot skin and nail care

CHCICS409A Recognise and respond to suspected abuse of vulnerable people

CHCLD315A Recognise stages of lifespan development

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCNET301D Participate in networks

HLTAP301B Recognise healthy body systems in a health care context

HLTCSD307D Care for the home environment of clients

HLTFA311A Apply first aid

HLTFS207C Follow basic food safety practices

HLTFS309C Oversee the day-to-day implementation of food safety in the workplace

HLTFS310C Apply and monitor food safety requirements

HLTIN301C Comply with infection control policies and procedures

HLTRAH302C Undertake home visits

**Medication**

CHCCS305C Assist clients with medication (Note pre-requisite HLTAP301B)

**Working with older people**

CHCAC317A Support older people to maintain their independence

CHCAC412B Provide services to older people with complex needs (Note pre-requisite CHCAC318B)

**Working with people with a disability**

CHCDIS302A Maintain an environment to empower people with disabilities

CHCDIS313A Support people with disabilities who are ageing

CHCDIS322A Support community participation and inclusion

CHCDIS323A Contribute to skill development and maintenance

**Working with people with mental health issues**

CHCMH301C Work effectively in mental health

*or*

CHCMH411A Work with people with mental health issues

**Organisational support**

CHCADMIN302D Provide administrative support

CHCINF303B Contribute to information requirements in the community sector

CHCINF408C Comply with information requirements of the aged care and community care sectors

CHCORG322B Contribute to implementation of service delivery strategy

**Working with children and young people**

CHCCHILD404B Support the rights and safety of children and young people

CHCYTH301E Work effectively with young people

CHCYTH401B Engage respectfully with young people

**Leisure and health**

CHCRH401C Work effectively in the leisure and health industry

CHCRH402A Undertake leisure and health programming

CHCRH404A Plan, implement and monitor leisure and health programs

**Oral health**

CHCOHC303B Use basic oral health screening tools

CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health

CHCOHC402B Support and encourage clients and groups to learn practical aspects of oral health care

CHCOHC404B Recognise and respond to signs and symptoms that may indicate oral health issues

CHCOHC406B Provide or assist with oral hygiene