



Australian Government

Department of Education, Employment and Workplace Relations

CHCPROT512C Coordinate work integrating statutory requirements and responsibilities

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the knowledge and skills required to coordinate work arising from meeting statutory obligations

Application of the Unit

Application

This unit applies to statutory child protection work in a range of security contexts

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in *italics* are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Evaluate levels or risk

- 1.1 Assess priorities and level of risk based on organisation's procedures and policies
- 1.2 Co-work cases involving court action, with delegated worker
- 1.3 Determine appropriate action in accordance with available resources

2. *Provide advice on complex cases*

- 2.1 Analyse and address current *issues arising from statutory intervention*
- 2.2 Assess information obtained from all relevant stakeholders about client's participation/access to resources
- 2.3 Assess and record progress towards achievement of goals
- 2.4 Undertake appropriate research to identify options for statutory intervention
- 2.5 Consult appropriate stakeholders regarding assessment of information and options for future actions

3. Make judgements in relation to court action

- 3.1 Assess evidence and likely court outcomes
- 3.2 Assess current trends in legal processes and court decision-making and incorporate in advice provided

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Responsibilities of statutory work
- Relevant policy and procedures
- Relevant legislation
- Supervision models
- Family dynamics in different cultures

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Assess and evaluate processes
- Demonstrate liaison and networking
- Apply statutory requirements to the provision of advice
- Interpret legal requirements
- Use knowledge related to applicable agency and legislative requirements in the workplace
- Use typical processes listed in the Range Statement

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Apply policies, procedures, standards and statutory obligations
- Use communication techniques including:
 - active listening
 - reflection
 - summarising questions and statements

REQUIRED SKILLS AND KNOWLEDGE

- gaining agreement on actions
- explaining outcomes
- Use supervision techniques
- Interpret implications of statutory obligations into day to day operations
- Demonstrate empathy and rapport building
- Demonstrate application of skills in:
 - critical incident debriefing
 - action planning
 - team building and management
 - conflict resolution
 - managing grief and change processes
 - stress management

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this unit of competency:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit of competence will be assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
- Consistency in performance should be demonstrated across the range of situations for coordinating work integrating statutory requirements and responsibilities

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
 - Resources required for assessment of this unit include access to an appropriate workplace or an environment capable of accurately simulating the workplace for assessment purposes
- Method of assessment:*
- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
 - Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
 - Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

The contexts for coordinating work integrating statutory requirements and responsibilities include:

- Within a juvenile justice environment
- Within a care and protection environment
- Within a statutory supervision environment
- Provision of care environment

Coordinating work integrating statutory requirements and responsibilities will be carried out within requirements established by:

- Commonwealth and state legislation
- International conventions relating to the rights of children and young persons
- Organisation policy and procedures
- Relevant program standards

Provide advice on complex cases includes situations where:

- Life threatening/high risk situations where the client's well being is in imminent danger and a particular legal/court option is sought
- Serious/sustained abuse and/or sexual abuse and multiple injuries
- Multiple difficulties present in family
- Intellectual or psychiatric disability; and chronic and serious drug addiction affecting individual's capacity; and/or
- A wide range of other agencies involved, such as community services, legal, medical and police agencies

RANGE STATEMENT

Issues arising from statutory intervention include:

- Complications arising from behaviour or practice of client and/or significant others and co-workers

Researching relevant specialised information:

- Information in journals, conference, professional development

Unit Sector(s)

Not Applicable