



Australian Government

FNSPIM502 Facilitate workplace assessment with stakeholders for personal injury cases

Release: 1

FNSPIM502 Facilitate workplace assessment with stakeholders for personal injury cases

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to facilitate workplace assessments with relevant stakeholders for personal injury claims. It encompasses facilitating a workplace assessment, conducting a job analysis and recommending workplace modifications and job redesign with relevant stakeholders.

It applies to individuals who provide specialised knowledge, work in multi-disciplinary teams and apply organisational and analytical skills to plan and customise activities.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Personal injury management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Facilitate workplace assessment	1.1 Use organisational procedures and best practice principles relating to workplace assessment 1.2 Identify and rationalise workplace assessment objectives in accordance with organisational guidelines and feedback from stakeholders 1.3 Identify workplace duties and requirements within workplace in consultation with relevant stakeholders to make recommendations

ELEMENT	PERFORMANCE CRITERIA
	1.4 Review rehabilitation and injured person's status reports to determine injured person's capacity to perform tasks 1.5 Use organisational and legislative guidelines to review safe work practices 1.6 Incorporate recommendation resulting from workplace assessment into workplace assessment reports 1.7 Refer recommendations identified in workplace assessment to specialist stakeholders for further clarification and advice 1.8 Incorporate recommendations from specialist stakeholders into workplace implementation and recommendation reports
2. Facilitate job analysis	2.1 Secure technical and clinical expertise to undertake job analysis with employer and workplace 2.2 Incorporate knowledge and application of safe work practices into job analysis 2.3 Provide feedback to employer and organisation on appropriateness of work site
3. Recommend workplace modifications	3.1 Identify and secure resources required to make modifications to workplace environments 3.2 Develop strategies in consultation with relevant stakeholders to identify tasks which will assist injured person to return to work, short term and long term 3.3 Use organisational guidelines and best practice methods to determine costing and funding sources for workplace modification requirements 3.4 Provide training and educational services on use of adaptive equipment and workplace modifications
4. Facilitate job redesign	4.1 Determine circumstances in which job redesign may be used 4.2 Consult with stakeholders and employers to determine willingness and ability to accommodate injured person's limitations and abilities in accordance with organisational guidelines 4.3 Obtain stakeholder feedback on the injured person's abilities and ability to perform required job 4.4 Obtain stakeholder feedback on job tasks and elements which are outside injured person's capabilities 4.5 Consider safe work practices in job redesign and make recommendations in accordance with organisational guidelines and

ELEMENT	PERFORMANCE CRITERIA
	legislative requirements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.4, 1.5, 1.6, 1.8	Researches and analyses complex textual information from a range of sources and records and consolidates relevant related information
Writing	1.2, 1.3, 1.5, 1.6, 1.7, 1.8, 2.3, 3.2, 4.2, 4.3, 4.4	- Uses appropriate language, concepts and terminology to prepare and present materials for a range of audiences and purposes - Develops material to a specific audience using clear language to convey accurate and customised information
Oral Communication	1.2, 1.3, 1.7, 2.3, 3.2, 4.2, 4.3, 4.4	- Participates in verbal exchanges using language, tone and pace appropriate to the audience and purpose - Uses active listening and questioning skills and collaborative techniques to elicit and convey information and to facilitate resolutions
Numeracy	3.3	Performs calculations of financial data, and sequences and schedules information to achieve required outcomes
Navigate the world of work	1.2, 1.5, 2.2, 3.3, 4.2, 4.5	- Ensures currency of knowledge related to safe work practices and legislation, regulations and policies applicable to workplace assessment, workplace modification or job redesign - Takes full responsibility for following policies, procedures and legislative requirements relevant to own role
Interact with others	1.2, 1.7, 3.2, 4.2, 4.3, 4.4	- Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders - Uses collaborative techniques to facilitate resolution and achieve best possible outcomes
Get the work done	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 3.1, 3.2,	Accepts responsibility for planning, organising and sequencing complex tasks and workload

	3.4, 4.1, 4.2, 4.5	• Applies systematic and analytical decision-making processes to select appropriate options in complex and non-routine situations • Recognises and anticipates a range of problems, actively looking for early warning signs and implementing contingency plans when appropriate • Uses digital technologies to locate relevant information
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSPIM502 Facilitate workplace assessment with stakeholders for personal injury cases	FNSPIM502A Facilitate workplace assessment with stakeholders for personal injury cases	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>

Assessment Requirements for FNSPIM502 Facilitate workplace assessment with stakeholders for personal injury cases

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- conduct workplace assessments with relevant stakeholder groups
- facilitate job analysis as part of the workplace assessment and identify and recommend workplace modifications as a result of stakeholder feedback
- recommend job design as a result of stakeholder feedback, using knowledge of relevant stakeholder groups available to conduct workplace assessments
- apply knowledge of relevant organisational policy and procedures, and legislative requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the key features of legislative requirements as they relate to the development, implementation and monitoring of workplace assessment results and recommendations
- identify the key features of and discuss organisational requirements and guidelines as they relate to the development, implementation and monitoring of workplace assessments and recommendations
- identify the roles and functions of stakeholder groups available to support the evaluation process required to conduct injured persons' workplace assessments.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the personal injury management field of work and include access to:

- office equipment, technology, software and consumables

- organisational records, policy and procedures.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>