



Australian Government

FNSPIM522 Facilitate workplace assessment with stakeholders for personal injury cases

Release: 1

FNSPIM522 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 6.0.

Application

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

The unit applies to those who work in the personal injury management sector and 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. Users are advised to check with the relevant state and territory regulatory authorities to confirm those 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. Assess workplace and client status	1.1 Identify and explain workplace assessment objectives according to organisational policies and procedures, industry principles and feedback from stakeholders 1.2 Identify workplace duties and requirements in consultation with stakeholders 1.3 Review rehabilitation and injured client's status reports to determine injured person's capacity to perform tasks 1.4 Refer recommendations identified in workplace assessment to specialist stakeholders for further clarification and advice

ELEMENT	PERFORMANCE CRITERIA
2. Participate and assist in job analysis	2.1 Secure technical and clinical expertise to undertake job analysis with employer and injured client's workplace 2.2 Apply knowledge of safe work practices to 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 short and long-term strategies in consultation with required stakeholders and identify tasks which will assist injured person to return to work (RTW) 3.3 Determine costing and funding sources for workplace modification requirements using organisational policies and procedures and industry-standard tools and techniques 3.4 Facilitate training and educational services on use of adaptive equipment and workplace modifications 3.5 Incorporate recommendation resulting from workplace assessment into workplace assessment reports
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 according to organisational policies and procedures 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 Redesign job according to safe work practices and recommend job redesign according to organisational policies and procedures, and legislative and regulatory requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Performs calculations of financial data and sequences and schedules information to achieve required outcomes
Oral communication	Participates in verbal exchanges using language, tone and pace appropriate to the audience and purpose

SKILL	DESCRIPTION
	• Uses active listening and questioning skills and collaborative techniques to elicit and convey information and to facilitate resolutions • Selects and uses appropriate conventions and protocols when communicating with internal and external stakeholders
Reading	• Researches and analyses complex textual information from a range of sources and records and consolidates related information
Writing	• Prepares and presents materials for different audiences and purposes using applicable language, concepts and terminology • Develops material to a specific audience using clear language to convey accurate and customised information
Self-management	• Takes responsibility for following policies, procedures and legislative and regulatory requirements of own role
Planning and organising	• Accepts responsibility for planning, organising and sequencing complex tasks and workload • Ensures currency of knowledge related to safe work practices, and legislative and regulatory requirements and policies applicable to workplace assessment, workplace modification and job redesign
Problem solving	• Applies systematic and analytical decision-making processes to select appropriate options in complex and non-routine situations • Identifies and anticipates a range of problems, actively looking for early warning signs and implementing contingency plans when appropriate
Teamwork	• Facilitates resolution and achieves best possible outcomes using collaborative techniques
Technology	• Locates required information using digital technologies

Unit Mapping Information

Supersedes and is equivalent to FNSPIM502 Facilitate workplace assessment with stakeholder for personal injury cases.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FNSPIM522 Facilitate workplace assessment with stakeholders for personal injury cases

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- facilitate workplace assessment with stakeholders for personal injury cases for at least three different clients.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of legislative requirements as they relate to developing and implementing recommendations and monitoring workplace assessment results
- key industry principles relating to facilitating workplace assessment
- job analysis and redesign as it applies to workplace assessment for personal injury cases
- key features of organisational policies and procedures as they relate to the development, implementation and monitoring of workplace assessments and recommendations
- rehabilitation status reports
- resources used to modify workplace environments as a result of personal injury cases
- roles and functions of stakeholder groups available to support the evaluation process required to conduct injured persons' workplace assessments
- work health and safety (WHS) practices
- short and long-term workplace tasks and return to work (RTW) strategies for personal injury cases
- training and educational services relating to the adaptation of injured persons to workplace and equipment modifications.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- clients
- office equipment, technology, software and consumables
- organisational records, policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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