



Australian Government

Department of Education, Employment and Workplace Relations

FNSPIM404A Assist injured persons with job placement

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to assist the injured person with job placement. It encompasses the application of specific knowledge and skills to assist the injured person obtain employment with new employers, such as job search techniques and their application and requires working with key stakeholders in the development of appropriate job placement that may be dependent upon the person's functional and employment capacity. This unit may apply to job roles subject to licensing, legislative, regulatory or certification requirements so Commonwealth, State or Territory requirements should be confirmed with the relevant body.
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Application of the Unit

Application of the unit	This unit covers job roles that may be undertaken independently or in consultation with a multidisciplinary team in the personal injury management sector.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Obtain and interpret relevant information	1.1. Information relevant to job search activities is obtained and interpreted 1.2. Organisation and best practice guidelines are used to assist an the injured person recognise and identify own transferable skills
2. Educate the injured person on job search skills	2.1. A facilitative approach is used to assist the injured person recognise and accept the areas of employment that are within their current scope of employment 2.2. Appropriate techniques are used to identify issues which may influence or impact on job placement opportunities 2.3. Information is provided to the injured person on resources available to assist them with job search activities 2.4. Recommendations and negotiations are undertaken with the injured person
3. Develop and implement job search plan	3.1. Objectives and timeframes to assist the injured person with job search activities are developed in consultation with key stakeholders and in line with person's capabilities 3.2. The injured person is assisted to develop strategies and plans to achieve employment in accordance with parameters detailed within return to work strategies and plans, developed through the consultation process
4. Educate the injured person on job search techniques	4.1. Resources are coordinated and secured to assist the injured person with resume development, interview techniques, job applications and strategies for contacting employers 4.2. Organisation policies and procedures, and industry best practice standards are used to educate an injured person communicate their disability with employers 4.3. Job search, placement services and employment related organisations/stakeholders are identified and discussed with the injured person
5. Match injured person's needs with employer requirements	5.1. Analysis and consultation is undertaken to match potential employment opportunities with an injured person's functional skills capacity as identified in return to work strategy plans 5.2. Employers' requirements for specific job

ELEMENT	PERFORMANCE CRITERIA
	requirements are considered 5.3. Negotiations are undertaken with employers on behalf of the injured person, where necessary, to achieve specific return to work strategies
6. Complete documentation	6.1. Documentation is completed and distributed to relevant stakeholders in accordance with organisation guidelines and legislative requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- highly-developed communication skills to:
 - determine and confirm information, using questioning and active listening as required
 - capture and explain facets of job placement
 - liaise with others, share information, listen and understand
 - effectively communicate with a range of stakeholder groups
 - use language and concepts appropriate to cultural differences
- numeracy and IT skills to:
 - perform calculations related to achieving required outcomes
 - use computer applications (word processing, spreadsheet, database, specific purpose computer systems) to assist in achieving required outcomes
 - access and update records electronically
 - use internet information
- well-developed literacy skills to:
 - read and interpret documentation from a variety of sources and record and consolidate relevant related information
 - interpret and apply legislation, regulations and policies relating to assisting injured workers with job placement activities
 - develop return to work plans and job search activities
- research and analysis skills for accessing and interpreting relevant information
- effective interpersonal skills
- organisation skills, including the ability to plan and sequence work

Required knowledge

- legislative requirements as they relate to job placement activities for injured people
- organisation requirements and guidelines as they relate to assisting injured people with job placement activities
- stakeholder groups available to support injured people with job placement

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

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

Evidence of the ability to:

- obtain and interpret legislative requirements and other relevant information to support the injured person with job placement and educate the injured person on job search skills and techniques
- develop and implement job search plans for the injured person
- match the injured person's needs with employers' needs
- complete stakeholder required documentation to support the injured person's job placement demonstrating knowledge of organisation policies and procedures relating to the injured person's job placement.

Context of and specific resources for assessment

Assessment must ensure:

- competency is demonstrated in the context of the work environment and conditions specified in the range statement either in a relevant workplace or a closely simulated work environment
- access to and the use of a range of common office equipment, technology, software and consumables
- access to organisation records
- access to organisation policies and procedures.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples, in combination, are appropriate for this unit:

- evaluating an integrated activity, which combines the elements of competency for the unit, or a cluster of related units of competency
- observing processes and procedures in workplaces
- verbal or written questioning on underpinning knowledge and skills
- evaluating samples of work
- accessing and validating third party reports
- setting and reviewing workplace projects and business simulations or scenarios.

EVIDENCE GUIDE**Guidance information for
assessment**

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Stakeholders may include:

- allied health professionals
- community organisations
- co-workers
- family members
- insurers
- job placement practitioners
- rehabilitation specialists
- reviewing and consulting medical practitioners
- treating medical practitioners
- unions and union representatives
- vocational practitioners
- work trial hosts
- workplace supervisors.

Job search, placement services and employment related organisations/stakeholders may include:

- employers
- employment agencies
- job placement and labour hire agents
- vocational rehabilitation specialists.

Negotiations may include:

- development of work schedules
- on-the-job assistance
- on-the-job training
- timing of work duties
- trial periods of work.

Unit Sector(s)

Unit sector

Personal injury management

Competency field

Competency field	
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Co-requisite units

Co-requisite units		