



Australian Government

Assessment Requirements for HLTAHW068 Develop work plans

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has:

- prepared at least one work plan for a whole organisation or for a team within an organisation, in line with priorities of Aboriginal and/or Torres Strait Islander communities in relation to the provision of health services. The candidate should have effectively addressed strategic initiatives and business plans by:
 - accessing and analysing relevant information as a basis for planning, including budgets and previous planning documents
 - using culturally safe and appropriate communication skills to liaise with relevant staff member to determine scope, outcomes and focus of work plan
 - networking, negotiating and resolving conflict as required
 - communicating outcomes of the plan to relevant staff members to obtain feedback for review
 - adjusting the plan as appropriate
 - documenting the final work plan according to organisational procedures and policies

- prepared work plans for at least three individual staff members to effectively address strategic initiatives and business plans arising out of the developed team or organisational work plan by:
 - using culturally safe and appropriate communication skills to liaise with each staff member to determine scope, outcomes and focus of the individual work plans
 - networking, negotiating and resolving conflict as required
 - identifying training opportunities as part of the work plan for each staff member
 - documenting each individual work plan according to organisational procedures and policies
- reviewed the performance of at least one team/organisational work plan and at least one individual staff member plan by:
 - gaining feedback from community and staff as to the outcomes of the work plan
 - identifying successes and areas for improvement in each work plan
 - reporting outcomes of review as required by organisational procedures and policies.

Knowledge Evidence

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.

This includes knowledge of:

- National Aboriginal Health Strategy
- relevant up-to-date national policies and reports, such as 'National Aboriginal and Torres Strait Islander Oral Health Workshop – Report and Action Plan'
- relevant organisational policy and guidelines
- Commonwealth, state /territory and local government policies
- existing strategic and work unit plans
- community networks and planning processes

Assessment Conditions

Skills must be demonstrated working:

- in a health service or centre
- as a senior member of and/or supervising a primary health care team
- with Aboriginal and/or Torres Strait Islander clients.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:

an Aboriginal and/or Torres Strait Islander Health Worker or:

- accompanied by an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience in primary health care

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>