



Australian Government

Department of Education, Employment and Workplace Relations

HLTAHW603B Develop work plans

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit describes the competencies required to undertake planning for an organisation or for specific program areas in line with the organisation's strategic directions

Application of the Unit

Application

This unit is intended to address skills and knowledge required by those involved in planning for the organisation or for health programs and services for Aboriginal and/or Torres Strait Islander communities

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. Develop a *plan* for the work unit

- 1.1 Access *strategic plans* and identify priorities/issues for the work unit
- 1.2 Identify *community* priorities in consultation with the community
- 1.3 Prepare a work plan to address organisational and community priorities
- 1.4 Identify budget implications and seek funding to implement the plan

2. Prepare individual work plans

- 2.1 Access the work plan and identify and record priorities /issues for individual workers
- 2.2 Develop individual plans in consultation with workers
- 2.3 Identify training needs of workers and seek resources to meet these needs

ELEMENT**3. Review plans****PERFORMANCE CRITERIA**

- 3.1 Review plans in consultation with the community
- 3.2 Adapt plans to reflect changes to government and organisational policies and community needs
- 3.3 Provide progress reports to supervisors /managers
- 3.4 Discuss progress with key people and the community and managers
- 3.5 Contribute information to the development of strategic plans

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

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

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Prepare and review work plans to effectively address strategic initiatives and business plans in line with priorities of Aboriginal and/or Torres Strait Islander communities in relation to the provision of health services

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

This includes the ability to:

- Communicate effectively orally and in writing.
- Network, negotiate and resolve conflict
- Write workplace reports and submissions
- Analyse information as a basis for planning
- Undertake planning activities in the workplace

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 of assessment:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Conditions of assessment:

This unit includes skills and knowledge specific to Aboriginal and/or Torres Strait Islander culture

Assessment must therefore be undertaken by a workplace assessor who has expertise in the unit of competency or who has the current qualification being assessed and who is:

- Aboriginal or Torres Strait Islander him/herself

or:

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

EVIDENCE GUIDE

Context of assessment:

Competence should be demonstrated working individually, under supervision or as part of a primary health care team working with Aboriginal and/or Torres Strait Islander clients.

Assessment should replicate workplace conditions as far as possible.

Related units:

This unit may be assessed independently or in conjunction with other units with associated workplace application

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.

Cultural respect

This competency standard supports the recognition, protection and continued advancement of the inherent rights, cultures and traditions of Aboriginal and Torres Strait Islander peoples

It recognises that the improvement of the health status of Aboriginal and Torres Strait Islander people must include attention to physical, spiritual, cultural, emotional and social wellbeing, community capacity and governance

Its application must be culturally sensitive and supportive of traditional healing and health, knowledge and practices

RANGE STATEMENT

Community control

Community participation and control in decision-making is essential to all aspects of health work, and the role of the health worker is to support the community in this process

Supervision

Supervision must be conducted in accordance with prevailing state/territory and organisation legislative and regulatory requirements

References to supervision may include either direct or indirect supervision of work by more experienced workers, supervisors, managers or other health professionals

A person at this level should **only** be required to make decisions about clients within the organisation's standard treatment protocols and associated guidelines

Legislative requirements

Federal, state or territory legislation may impact on workers' practices and responsibilities. Implementation of the competency standards should reflect the legislative framework in which a health worker operates. It is recognised that this may sometimes reduce the application of the Range of Variables in practice. However, assessment in the workplace or through simulation should address all essential skills and knowledge across the Range of Variables

Aboriginal and/or Torres Strait Islander health workers may be required to operate in situations that do not constitute 'usual practice' due to lack of resources, remote locations and community needs. As a result, they may need to possess more competencies than described by 'usual practice circumstances'

Under all circumstances, the employer must enable the worker to function within the prevailing legislative framework

RANGE STATEMENT

Plans may include:

- Unit workgroup plans
- Strategic plans
- Corporate plans
- Operational plans
- Business plans
- Annual plans
- Other planning documents

Community may include:

- Key people identified by the community
- The local community
- The community council

Strategic plans may include:

- Community strategic or development plans
- Government strategic plans
- Organisational strategy plans

Unit Sector(s)

Not Applicable