



Australian Government

Department of Education, Employment and Workplace Relations

CHC30308 Certificate III in Home and Community Care

Release: 1

CHC30308 Certificate III in Home and Community Care

Modification History

Not Applicable

Description

This qualification addresses work in client homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans.

These workers:

- Carry out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers.

Occupational titles may include:

- Care assistant / worker
- Care service employees
- Community care worker
- Community support worker
- Disability support worker
- Driver
- Food services deliverer
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver / worker
- Planned activity assistant
- Transport support worker
- Support worker

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

14 units are required for award of this qualification including:

- 9 core units
- 5 elective units

A wide range of elective units is available, including:

- Group A electives from which at least one unit must be selected for this qualification
- Group B electives which are recommended for special consideration
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 2 units of competency packaged at this level or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the NTIS or other public listing

Core units

CHCAC318B Work effectively with older people

CHCAC319A Provide support to people living with dementia

CHCCS411B Work effectively in the community sector

CHCDIS301B Work effectively with people with a disability

CHCHC311B Work effectively in home and community care

CHCICS301A Provide support to meet personal care needs

CHCICS302A Participate in the implementation of individualised plans

CHCICS304B Work effectively with carers

CHCOHS312B Follow safety procedures for direct care work

The importance of culturally aware and respectful practice

All workers in the home and community care sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group A electives - at least one unit must be selected

One of the following units **must** be selected for this qualification.

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Where work involves a specific focus on both Aboriginal and/or Torres Strait Islander and culturally diverse clients or communities, candidates are recommended to select both units.

Group B electives for special consideration

The following electives, whilst not required in *all* home and community care work, are highly recommended to be considered for inclusion in this qualification:

CHCICS303A Support individual health and emotional well being

CHCPA301B Deliver care services using a palliative approach

Other relevant electives

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

Client support

CHCAC410A Collect technical data to support client health care plan (*Note pre-requisite HLTAP301B*)

CHCAD401D Advocate for clients

CHCCOM302C Communicate appropriately with clients and colleagues

CHCCS311C Deliver and monitor services to clients

CHCCS400B Work within a relevant legal and ethical framework

CHCCS401B Facilitate responsible behaviour

CHCCS426A Provide support and care relating to loss and grief

CHCGROUP302D Support group activities

CHCICS305A Provide behaviour support in the context of individualised plans

CHCICS306B Provide basic foot skin and nail care

CHCICS409A Recognise and respond to suspected abuse of vulnerable people

CHCLD315A Recognise stages of lifespan development

CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively

CHCNET301D Participate in networks

HLTAP301B Recognise healthy body systems in a health care context

HLTCSD307C Care for the home environment of clients

HLTFA301C Apply first aid

HLTFS207C Follow basic food safety practices

HLTFS309C Oversee the day-to-day implementation of food safety in the workplace

HLTFS310C Apply and monitor food safety requirements

HLTIN301C Comply with infection control policies and procedures

HLTRAH302B Undertake home visits

Medication

CHCCS305B Assist clients with medication (*Note pre-requisite HLTAP301B*)

Working with older people

CHCAC317A Support older people to maintain their independence

CHCAC412A Provide services to older people with complex needs (*Note pre-requisite*

CHCAC318B)

Working with people with a disability

CHCDIS302A Maintain an environment to empower people with disabilities

CHCDIS313A Support people with disabilities who are ageing

CHCDIS322A Support community participation and inclusion

CHCDIS323A Contribute to skill development and maintenance

Working with people with mental health issuesCHCMH301B Work effectively in mental health*or*CHCMH411A Work with people with mental health issues**Organisational support**CHCADMIN302D Provide administrative supportCHCINF303B Contribute to information requirements in the community sectorCHCINF408C Comply with information requirements of the aged care and community care sectorsCHCORG322B Contribute to implementation of service delivery strategy**Working with children and young people**CHCCHILD404A Support the rights and safety of children and young peopleCHCYTH301E Work effectively with young peopleCHCYTH401B Engage respectfully with young people**Leisure and health**CHCRH401B Work effectively in the leisure and health industryCHCRH402A Undertake leisure and health programmingCHCRH404A Plan, implement and monitor leisure and health programs**Oral health**CHCOHC303A Use basic oral health screening toolsCHCOHC401A Inform and encourage clients and groups to understand and achieve good oral healthCHCOHC402A Support and encourage clients and groups to learn practical aspects of oral health careCHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issuesCHCOHC406A Provide or assist with oral hygiene**Unit Grid**

CHCAC317A Support older people to maintain their independence

CHCAC318B Work effectively with older people

CHCAC319A Provide support to people living with dementia

CHCAC410A Collect technical data to support client health care plan

CHCAC412A Provide services to older people with complex needs

CHCAD401D Advocate for clients

CHCADMIN302D Provide administrative support

CHCCHILD404A Support the rights and safety of children and young people

CHCCOM302C Communicate appropriately with clients and colleagues

CHCCS305B Assist clients with medication

CHCCS311C Deliver and monitor services to clients

CHCCS400B Work within a relevant legal and ethical framework

CHCCS401B Facilitate responsible behaviour

CHCCS411B Work effectively in the community sector

CHCCS426A Provide support and care relating to loss and grief

CHCDIS301B Work effectively with people with a disability

CHCDIS302A Maintain an environment to empower people with disabilities

CHCDIS313A Support people with disabilities who are ageing
CHCDIS322A Support community participation and inclusion
CHCDIS323A Contribute to skill development and maintenance
CHCGROUP302D Support group activities
CHCHC311B Work effectively in home and community care
CHCICS301A Provide support to meet personal care needs
CHCICS302A Participate in the implementation of individualised plans
CHCICS303A Support individual health and emotional well being
CHCICS304B Work effectively with carers
CHCICS305A Provide behaviour support in the context of individualised plans
CHCICS306B Provide basic foot skin and nail care
CHCICS409A Recognise and respond to suspected abuse of vulnerable people
CHCINF303B Contribute to information requirements in the community sector
CHCINF408C Comply with information requirements of the aged care and community care sectors
CHCLD315A Recognise stages of lifespan development
CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively
CHCMH301B Work effectively in mental health
CHCMH411A Work with people with mental health issues
CHCNET301D Participate in networks
CHCOHC303A Use basic oral health screening tools
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health
CHCOHC402A Support clients and groups to learn practical aspects of oral health care
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues
CHCOHC406A Provide or assist with oral hygiene
CHCOHS312B Follow safety procedures for direct care work
CHCORG322B Contribute to implementation of service delivery strategy
CHCPA301B Deliver care services using a palliative approach
CHCRH401B Work effectively in the leisure and health industry
CHCRH402A Undertake leisure and health programming
CHCRH404A Plan, implement and monitor leisure and health programs
CHCYTH301E Work effectively with young people
CHCYTH401B Engage respectfully with young people
HLTAP301B Recognise healthy body systems in a health care context
HLTCSD307C Care for the home environment of clients
HLTFA301C Apply first aid
HLTFS207C Follow basic food safety practices
HLTFS309C Oversee the day-to-day implementation of food safety in the workplace
HLTFS310C Apply and monitor food safety requirements
HLTHIR403C Work effectively with culturally diverse clients and co-workers
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
HLTIN301C Comply with infection control policies and procedures
HLTRAH302B Undertake home visits