



CATAPULT

CHCCCS011

Meet personal support needs

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCCCS011.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/CHCCCS011/>

Trainer/assessor guide

CHCCCS011

Meet personal support needs

Welcome to this unit of study

This unit describes the skills and knowledge required to determine and respond to an individual's physical personal support needs and to support activities of daily living.

This unit applies to workers who provide support to people according to an established individualised plan in any community services context. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Determine personal support requirements	5
Equipment, processes, aids	5
Seeking support	9
Cultural needs	16
Physical/ sensory needs.....	18
Risk of support	29
Check your understanding	37
Topic 2: Maximise participation.....	39
Person's own preferences	39
Level of participation	43
Check your understanding	45
Topic 3: Provide personal support	47
Adjusting equipment/ aids	47
Identified risks.....	52
Routine difficulties	55
Health/ support changes	60
Process/ aids changes	67
Confidentiality, privacy, dignity	68
Check your understanding	71
Topic 4: Complete reporting and documentation.....	73
Reporting requirements	73
Completing/ maintaining documentation	78
Storing information	84
Check your understanding	87
References.....	89
Assessment workbook	91
Unit information	93
What is competency-based assessment?.....	94
How will my competency be assessed?.....	95
Assessment agreement.....	96
Foundation skills checklist.....	97
Skills recognition.....	98
Topic 1: Determine personal support requirements	99
Topic 2: Maximise participation.....	100
Topic 3: Provide personal support	101
Topic 4: Complete reporting and documentation.....	102

Knowledge questions	103
Topic 1: Determine personal support requirements	104
Topic 2: Maximise participation.....	111
Topic 3: Provide personal support	115
Topic 4: Complete reporting and documentation.....	125
Topic 5: Specific knowledge evidence	128
Performance tasks	130
Third party evidence collection agreement	131
Topic 1: Determine personal support requirements	132
Topic 2: Maximise participation.....	133
Topic 3: Provide personal support	134
Topic 4: Complete reporting and documentation.....	137
Topic 5: Specific performance evidence	138
Completion record	139
Unit mapping	140
Trainer/ assessor user instructions	143

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Determine personal support requirements
- » Maximise participation
- » Provide personal support
- » Complete reporting and documentation

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
