

CHCCSL007

Support counselling clients in decision-making processes

Table of Contents (Extract)

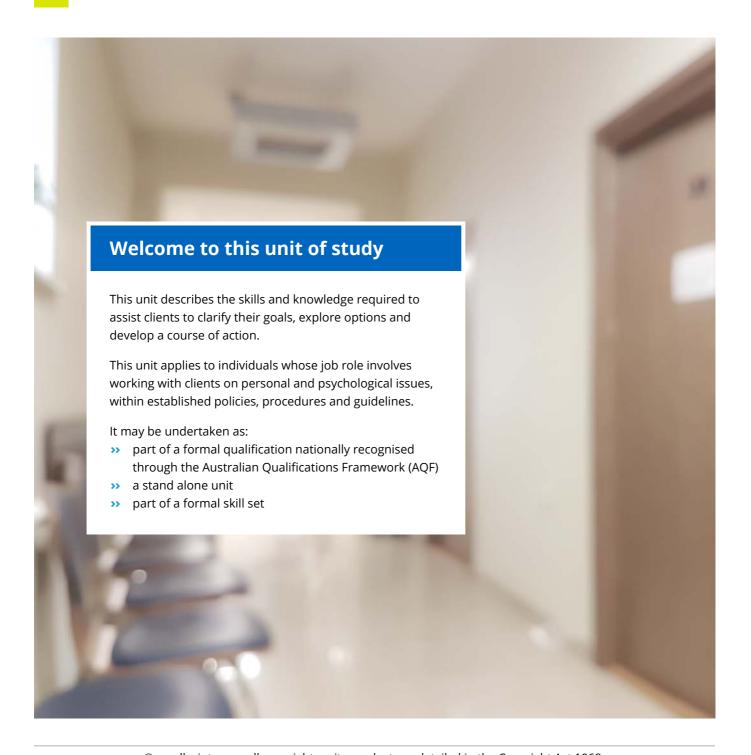
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit CHCCSL007.

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/CHCCSL007/

Trainer/assessor guide CHCCSL007 Support counselling clients in decisionmaking processes



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Assist clients to clarify goals and requirements	5
Explain record-keeping and confidentiality policies to clients	5
Encourage clients to identify and explore their aims, requirements and ideas	11
Assist clients to identify practical goals and requirements and how goals might be modified based of	on
client strengths	14
Make referrals to alternative sources as required	17
Check your understanding	23
Topic 2: Explore options with clients	25
Identify potential courses of action collaboratively	25
Explore factors which could influence the preference for, and ability to achieve, a course of action	27
Explore features and likely consequences of possible courses of action	29
Check client's understanding of each possible course of action	31
Check your understanding	35
Topic 3: Support client to reach decisions	37
Assist clients to assess possible advantages and disadvantages of each possible course of action	37
Encourage clients to decide on a course of action	42
Document decisions and agree ongoing support	44
Check your understanding	53
References	55
Assessment workbook	57
Unit information	59
What is competency-based assessment?	60
How will my competency be assessed?	61
Assessment agreement	62
Foundation skills checklist	63
Skills recognition	64
Topic 1: Assist clients to clarify goals and requirements	65
Topic 2: Explore options with clients	66
Topic 3: Support client to reach decisions	67
Knowledge questions	68
Topic 1: Assist clients to clarify goals and requirements	69
Topic 2: Explore options with clients	75
Topic 3: Support client to reach decisions	82
Topic 4: Specific knowledge evidence	85
Performance tasks	91
Third party evidence collection agreement	92
Topic 1: Assist clients to clarify goals and requirements	93
Topic 2: Explore options with clients	94
Topic 3: Support client to reach decisions	95

Completion record	97
Unit mapping and assessment checklist	98
Trainer/ assessor user instructions	100



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- Assist clients to clarify goals and requirements
- >> Explore options with clients
- Support client to reach decisions

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.