



CATAPULT

CHCDEV003

Analyse client information for service planning and delivery

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 CHCDEV003.

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/CHCDEV003/>

Trainer/assessor guide

CHCDEV003

Analyse client information for service planning and delivery

Welcome to this unit of study

This unit describes skills and knowledge required to develop and tailor service plans to address specific client needs. Workers are required to undertake this task with an underpinning knowledge of human development.

This unit applies to people working in a range of community service contexts. The worker may or may not supervise the work of others

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: Analyse available client information	5
Interpret assessment results and reports; observe client to consider accuracy of available reports; and identify social, psychological and/or developmental issues for the client	5
Analyse client information in preparation for planning services.....	18
Check your understanding	21
Topic 2: Plan action/s to address client developmental status and identified issues	23
Work with client to develop an action plan	23
Ensure that proposed actions are appropriate to life and developmental stage of client	31
Ensure that the plan has clear, documented actions, agreed timelines and responsibilities.....	40
Check your understanding	43
Topic 3: Implement services	45
Provide services in accordance with the action plan, and workplace requirements	45
Maintain current, complete, accurate and relevant records.....	48
Monitor impact of services in line with scope of own work role and refine plan if circumstances change.....	54
Check your understanding	57
References.....	59
Assessment workbook.....	61
Unit information	63
What is competency-based assessment?.....	64
How will my competency be assessed?.....	65
Assessment agreement.....	66
Foundation skills checklist.....	67
Skills recognition.....	68
Topic 1: Analyse available client information	69
Topic 2: Plan action/s to address client developmental status and identified issues	70
Topic 3: Implement services	71
Knowledge questions	72
Topic 1: Analyse available client information	73
Topic 2: Plan action/s to address client developmental status and identified issues	77
Topic 3: Implement services	81
Topic 4: Specific knowledge evidence	84
Performance tasks.....	91
Third party evidence collection agreement	92
Topic 1: Analyse available client information	93
Topic 2: Plan action/s to address client developmental status and identified issues	94
Topic 3: Implement services	95

Completion record..... 96
Unit mapping..... 97
Trainer/ assessor user instructions..... 99

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Analyse available client information
- » Plan action/s to address client developmental status and identified issues
- » Implement services

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.
