

Training and assessment strategy

CHC22015 – Certificate II in Community Services

Centenary Heights SHS

Approval School RTO training and assessment strategy			
School RTO name	Centenary Heights SHS	QCAA number	270
Qualification code	CHC22015	National provider number	30258
RTO Manager		Principal	
Name	Dave McMillan	Name	Dan Lindenmayer
Email address	dmcmi32@eq.edu.au	Email address	dlind66@eq.edu.au
Date	3/03/2023	Date	8/07/2024

QCAA standardised training and assessment strategy document, updated March 2021

3.4 Program details

3.4 Program details			
Project 1	Community Services Induction <small>(\\eqdds2121007\Data\Coredata\Curriculum\VET\aaFaculty Folders\Cert II Community Services (CHC22015)\Project 1)</small>		
Estimated duration	1 Term	Outcome type	<input checked="" type="checkbox"/> Interim <input checked="" type="checkbox"/> Final
		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity	Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used	Tool code
Community Services Induction During this Project, students will complete an induction of the Community Health sector including appropriate communication skills, understanding legislation and diversity, and appropriate and safe use of technology in the workplace. Students will also be required to show understanding of these concepts through a series of short response questions. Assessors will make observations, ask direct questions and review completion of folio of work. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcomes being awarded for FSKDIG03.	<ul style="list-style-type: none"> • CHCCOM005 – Communicate and work in health or community services • CHCDIV001 – Work with diverse people • CHCCOM001 – Provide first point of contact • BSBWOR202 – Organise and complete daily work activities • FSKOCM07 – Interact effectively with others at work • FSKDIG03 – Use digital technology for routine workplace tasks 	Observation checklist	<input checked="" type="checkbox"/> <i>CSOBS1</i>
		Questions checklist	<input checked="" type="checkbox"/> <i>CSQUES1</i>
		Review of product/service against specifications	<input type="checkbox"/>
		Review folio of work against specifications	<input checked="" type="checkbox"/> <i>CSFOLIO1</i>
		Third party report	<input type="checkbox"/>
		Safety induction checklist	<input type="checkbox"/>

3.4 Program details

Project 2	Community Services Case Management Plan (\\eqdds2121007\Data\Coredata\Curriculum\VET\aaFaculty Folders\Cert II Community Services (CHC20115) \Project 2)				
Estimated duration	2 Terms	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity	Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code	
<p>Community Services Case Management Plan</p> <p>During this Project, students will show evidence of the ability to manage tasks and manage contingencies in the context of the job role. Students will also demonstrate essential knowledge required to effectively manage tasks and manage contingencies in the context of the work role. This includes: factors to consider when providing information and service, strategies and techniques for dealing with problems and challenging behaviours, problem solving skills, communication and conflict avoidance techniques, and legal and ethical considerations.</p> <p>Assessors will make observations, ask direct questions and review completion of folio of work. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcomes being awarded for all competencies.</p>	<ul style="list-style-type: none"> • CHCCOM005 – Communicate and work in health or community services • CHCDIV001 – Work with diverse people • CHCCOM001 – Provide first point of contact • BSBWOR202 – Organise and complete daily work activities • FSKOCM07 – Interact effectively with others at work 	Observation checklist	<input checked="" type="checkbox"/>	CSOBS2	
		Questions checklist	<input checked="" type="checkbox"/>	CSQUES2	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	CSFOLIO2	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		

3.4 Program details

Project 3	Community Volunteer Placement (\\eqdds2121007\Data\Coredata\Curriculum\VET\aaFaculty Folders\Cert II Community Services\Project 3)				
Estimated duration	1 Term	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code
Community Volunteer Placement		<ul style="list-style-type: none"> • CHCVOL001 – Be an effective volunteer 	Observation checklist	<input type="checkbox"/>	
<p>During this Project, students will attend a minimum 20 hours volunteer placement, with a suitable organisation of their choosing, which has a structured volunteer program. Some possible options include:</p> <ul style="list-style-type: none"> - Lifeline - Food Assist - The Smith Family - Meals on Wheels - Endeavour - Local childcare centres - Aged care facilities <p>Assessors will review completion of folio of work and 3rd Party Report. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcome being awarded.</p>			Questions checklist	<input type="checkbox"/>	
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	CSFOLIO3
			Third party report	<input checked="" type="checkbox"/>	CS 3 rd Party
			Safety induction checklist	<input type="checkbox"/>	

3.4 Program details

Project 4	Emergency Life Support (\\eqdds2121007\Data\Coredata\Currículum\VE\aaFaculty Folders\Cert II Community Services (CHC20115)\Project 4)					
Estimated duration	3 Weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code	
<p>WHS and Emergency Life Support</p> <p>During this Project, students will maintain client welfare when responding to emergencies before applying appropriate first aid response to a casualty in a range of situations, including community and workplace settings, while complying with infection prevention and control policies and procedures. Students will also be required to communicate and review incidents for example through the completion of accident reports. Students will demonstrate these skills within a number of workshop-based scenarios.</p> <p>Assessors will make observations, ask direct questions and review completion of folio of work. Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory' with final unit outcomes being awarded.</p>		<ul style="list-style-type: none"> • HLTWHS001 – Participate in workplace health and safety • HLTAID010 – Provide basic emergency life support 	Observation checklist	<input checked="" type="checkbox"/>	CSOBS4	
			Questions checklist	<input checked="" type="checkbox"/>	CSQUES4	
			Review of product/service against specifications	<input type="checkbox"/>		
			Review folio of work against specifications	<input checked="" type="checkbox"/>	CSFOLIO4	
			Third party report	<input type="checkbox"/>		
			Safety induction checklist	<input type="checkbox"/>		

