

CHC33015 Certificate III in Individual Support

(Ageing, Home and Community)

Work Placement Book

Learner/ Student Name: _____

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Purpose of the Work Placement Book (WPB)

Learner/ Student

1. To log your compulsory work placement hours
2. To help you review your progress in applying theory into the workplace
3. To provide you with a record of skills and knowledge that you have achieved during your supervised work placement
4. To guide what to add to the Portfolio of Evidence

Supervisor

1. To provide a record of the student's progress in the workplace
2. To help the Learner/ Student with the practical component of the course

AIWT Assessor

1. To provide evidence that you, the Learner/ Student has completed the practical component of the course with a suitable Care Facility
2. To help AIWT to check your compulsory hours have been logged and you have developed skills and knowledge and are ready to be assessed in the workplace

Responsibilities of Learner

- Read and understand the policies and procedures of the childcare centre
- Be punctual for work
- Dress appropriately
- Do not wear accessories such as earrings, necklace as per WHS policies in the service
- Switch off mobile phone while on the floor
- Work as a team and show respect to others
- Respect the, your supervisor and co-workers
- Complete all the practical tasks in the training book
- Do your best

Responsibilities of the Supervisor

- Supervisor to the student
- Show the student the ways to provide quality care
- Sign off the units of competency as the learner can perform the task on the job

Contact details at AIWT	Isabel Murphy (Course Coordinator) Office phone number: 9249 9688 Mobile: 0402 263 121 Email: isabel.murphy@aiwt.edu.au Ground Floor 823 Wellington Street, West Perth 6005
Student Services email	studentservices@aiwt.edu.au
Trainer/ Assessor Name	
Contact Email	
Contact Phone No	
Workplace Supervisor Name	
Qualification of Supervisor	
Program Duration:	
CHC33015 Start Date:	
CHC33015 Expected Finish Date:	

EMERGENCY CONTACT DETAILS

Contact Name/s:	
Address:	
Contact Phone No:	
Mobile:	
Email:	
Relationship to You:	

RTO USE ONLY

Hours completed: _____

Trainer name: _____

All signatures as required. _____

Trainer signature: _____

Activities completed? _____

Date: _____

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Units of Competency in this Work Placement Book

The practical components of the units listed below will be assessed during your training program either at your care facility where you are working or doing your traineeship and at times in a simulated environment. Most of the knowledge component for these units is assessed through the completion of activities, review questions and case studies. This Training Record Book logs your work placement and guides you to be ready at your practical assessment. Unit/s shaded in grey are not applicable for this Work placement record.

Core/ Elective	Unit Code	Unit Name
Core	CHCCCS015	Provide individualised support
Core	CHCCCS023	Support independence and well being
Core	CHCCOM005	Communicate and work in health or community services
Core	CHCDIV001	Work with diverse people
Core	CHCLEG001	Work legally and ethically
Core	HLTAAP001	Recognise healthy body systems
Core	HLTWHS002	Follow safe work practices for direct client care
Elective	CHCAGE001	Facilitate the empowerment of older people
Elective	CHCAGE005	Provide support to people living with dementia
Elective	CHCCCS011	Meet personal support needs
Elective	CHCCCS025	Support relationships with carers and families
Elective	CHCHCS001	Provide home and community support services
Elective	HLTINF006	Apply basic principles and practices of infection prevention and control

<i>Date</i>	Reason for absence	Medical Certificate Supplied (Y/N)

<i>Workplace Supervisor Signature:</i>		Date:
<i>Learner/ Student Signature:</i>		Date:

CHCCCS015 Provide individual support The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Participate in determining support needs of the client											
Provide support services to the client and families ensuring duty of care, respect, safety dignity and privacy is maintained											
Monitor support activities including: <ul style="list-style-type: none"> • Own work standards • Discussing how support services are meeting their needs and making changes as required • Identify review plans that may need review • Participate in discussions that may support the person's self determination 											
Complete reporting and documentation											

Feedback from supervisor:

CHCCS023 Support independence and wellbeing The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Recognise and support individual differences											
Promote the independence of the client by safely supporting 3 different clients to enhance independence and wellbeing											
Support the following wellbeing: <ul style="list-style-type: none"> Physical social, emotional, and psychological wellbeing 											

Feedback from supervisor:

CHCCOM005 Communicate and work in health or community services The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Use effective communication skills in 3 different work situations											
Clarify workplace instructions and negotiated timeframes with 2 colleagues											
Responded appropriately to 3 different situations where communication constraints were present											
Completed 2 written or electronic workplace documents to organisation standards											

Feedback from supervisor:

CHCDIV001 Work with diverse people The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Reflect on own perspectives on diversity											
Recognise and respect the needs of people from diverse social and cultural backgrounds											
Select and use appropriate verbal and nonverbal communication											
Recognise situations where misunderstandings may arise from diverse and formed appropriate responses											

Feedback from supervisor:

CHCLEG001 Work legally and ethically The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Completed workplace activities in accordance with legal and ethical requirements in at least 3 different situations											
Developed appropriate responses to at least 3 different legal or ethical issues relevant to the work role											
Identified and communicated at least 2 potential work practice improvements designed to enhance workplace responsiveness to legal and ethical requirements											

Feedback from supervisor:

HLTAAP001 Recognise healthy body systems The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Worked effectively with information about the human body and its healthy functioning in at least 3 different situations											
Recognise and promote ways to support healthy functioning of the body											

Feedback from supervisor:

HLTWHS002 Follow safe work practices for direct client care The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Contributed to a workplace WHS meeting or inspection											
Conducted a workplace risk assessment and recorded the results											
Consistently applied workplace safety procedures in the day-to-day work activities required by the job role, including: <ul style="list-style-type: none"> • infection control • hazardous manual tasks • use of personal protective equipment • reporting incidents 											
Followed workplace procedures for at least one simulated emergency situation											

Feedback from supervisor:

CHCAGE001 Facilitate the empowerment of older people The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Responded to the goals and aspirations of older people employing flexible, adaptable and person-centred approaches to empower the individual											
Recognising and responding appropriately to situations of risk or potential risk											
Document and reflect on how relationships are developed between educators and other babies/toddlers											
Uses oral communication skills to maintain positive and respectful relationships											

Feedback from supervisor:

CHCAGE005 Provide support to people living with dementia The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Uses a person-centred approach to support people living with dementia											
Uses appropriate communication strategies to support people living with dementia											
Assists in implementing a range of suitable activities that meet the person's needs											

Feedback from supervisor:

CHCCCS011 Meet personal support needs The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Supports requirements of an established individualised plan and supports each of the following activities: <ul style="list-style-type: none"> • bed bathing • dressing, undressing, and grooming • eating and drinking using appropriate feeding techniques • oral hygiene • shaving • showering • toileting and the use of continence aids • using aids and equipment including devices used by the person 											
Performed the following hazardous manual handling scenarios at least once: <ul style="list-style-type: none"> • transferring a person between bed and chair • transferring a person in and out of car • falls recovering 											

Feedback from supervisor:

CHCCCS025 Support relationships with carers and families The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Assess and responds to the needs of people and their carers or family members											
Uses strengths-based solutions to respond to both routine and unpredictable problems related to care relationships											

Feedback from supervisor:

CHCHCS001 Provide home and community home services The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
Provides services to individual/s in home or community support settings											
Uses appropriate inter-personal skills to: <ul style="list-style-type: none"> establish a positive relationship with the individual seeks clarification of tasks interprets and follows instructions 											

Feedback from supervisor:

HLTINF006 Apply basic principles and practices of infection prevention and control The Learner/ Student must demonstrate competence in the following:	Outcome			Certified Assessor			Student		Supervisor		
	N/A	S	NYS	Name	Initial	Date	Initial	Date	Name	Initial	Date
<ul style="list-style-type: none"> implement precautions for infection prevention and control according to national standards and guidelines on three different occasions, each responding to a different identified infection risk, including: <ul style="list-style-type: none"> carrying out hand hygiene procedures as relevant to the infection risk selecting and using correct Personal Protective Equipment (PPE) using correct cleaning and waste management procedures 											
<ul style="list-style-type: none"> respond to three instances of exposure to infection risk, including: <ul style="list-style-type: none"> at least one instance that involves management of exposure to blood or body fluids documenting and reporting the incident and response identifying and managing clean and contaminated zones 											

Feedback from supervisor:



Notes/Observations