

## CHC30308 Certificate III in Home and Community Care

This qualification addresses work in client homes and other community settings under regular supervision within clearly defined organisational guidelines and service plans.

These workers:

- Carry out activities to maintain personal care and/or other activities of living for people in their own homes or in other community settings
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers.

**Occupational titles** may include:

- Care assistant / worker
- Care service employees
- Community care worker
- Community support worker
- Disability support worker
- Driver
- Food services deliverer
- Home care worker
- Home maintenance worker
- In-home respite giver
- Personal care assistant
- Personal care giver / worker
- Planned activity assistant
- Transport support worker
- Support worker

### PACKAGING RULES

14 units must be selected for this qualification including:

- 10 compulsory units
- 4 elective units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification – these electives have been grouped to facilitate selection
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages

### Compulsory units

- [CHCAC318A](#) Work effectively with older people
- [CHCAC319A](#) Provide support to people living with dementia
- [CHCCS411A](#) Work effectively in the community sector
- [CHCDIS301A](#) Work effectively with people with a disability
- [CHCHC311A](#) Work effectively in home and community care
- [CHCICS301A](#) Provide support to meet personal care needs
- [CHCICS302A](#) Participate in the implementation of individualised plans
- [CHCICS304A](#) Work effectively with carers
- [CHCOHS312A](#) Follow safety procedures for direct care work

**AND** one of the following units:

[HLTHIR403B](#) [Work effectively with culturally diverse clients and co-workers](#)

OR

[HLTHIR404B](#) [Work effectively with Aboriginal and/or Torres Strait Islander people](#)

### **The importance of culturally aware and respectful practice**

All workers in the home and community care sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

In addition, this qualification has been structured to provide a specific focus on either Aboriginal and/or Torres Strait Islander or culturally diverse clients

Where work involves a specific focus on both Aboriginal and/or Torres Strait Islander and culturally diverse clients or communities, candidates are recommended to select whichever of the following units is not selected as compulsory:

[HLTHIR403B](#) [Work effectively with culturally diverse clients and co-workers](#)

[HLTHIR404B](#) [Work effectively with Aboriginal and/or Torres Strait Islander people](#)

### **Electives for special consideration**

The following electives, whilst not required in *all* home and community care work, are highly recommended to be considered for inclusion in this qualification:

[CHCICS303A](#) [Support individual health and emotional well being](#)

[CHCPA301B](#) [Deliver care services using a palliative approach](#)

### **Relevant electives**

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

### **Client support**

[CHCAC410A](#) [Collect technical data to support client health care plan](#)

(Note pre-requisite [HLTAP301A](#))

[CHCAD401D](#) [Advocate for clients](#)

[CHCCOM302C](#) [Communicate appropriately with clients and colleagues](#)

[CHCCS311C](#) [Deliver and monitor services to clients](#)

[CHCCS400A](#) [Work within a relevant legal and ethical framework](#)

[CHCCS401B](#) [Facilitate responsible behaviour](#)

[CHCCS426A](#) [Provide support and care relating to loss and grief](#)

[CHCGROUP302D](#) [Support group activities](#)

[CHCICS305A](#) [Provide behaviour support in the context of individualised plans](#)

[CHCICS306A](#) [Provide basic foot skin and nail care](#)

[CHCICS409A](#) [Recognise and respond to suspected abuse of vulnerable people](#)

[CHCLD315A](#) [Recognise stages of lifespan development](#)

<a href="#">CHCNET301D</a>	<a href="#">Participate in networks</a>
<a href="#">HLTAP301A</a>	<a href="#">Recognise healthy body systems in a health care context</a>
<a href="#">HLTCSD307B</a>	<a href="#">Care for the home environment of clients</a>
<a href="#">HLTFA301B</a>	<a href="#">Apply first aid</a>
<a href="#">HLTFS207B</a>	<a href="#">Follow basic food safety practices</a>
<a href="#">HLTFS309B</a>	<a href="#">Oversee the day-to-day implementation of food safety in the workplace</a>
<a href="#">HLTFS310B</a>	<a href="#">Apply and monitor food safety requirements</a>
<a href="#">HLTIN301A</a>	<a href="#">Comply with infection control policies and procedures in health work</a>
<a href="#">HLTRAH302A</a>	<a href="#">Undertake home visits</a>

### **Medication**

<a href="#">CHCCS305A</a>	<a href="#">Assist clients with medication</a> (Note pre-requisite <a href="#">HLTAP301A</a> )
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### **Working with older people**

<a href="#">CHCAC317A</a>	<a href="#">Support older people to maintain their independence</a>
<a href="#">CHCAC412A</a>	<a href="#">Provide services to older people with complex needs</a> (Note pre-requisite <a href="#">CHCAC318A</a> )

### **Working with people with a disability**

<a href="#">CHCDIS302A</a>	<a href="#">Maintain an environment to empower people with disabilities</a>
<a href="#">CHCDIS313A</a>	<a href="#">Support people with disabilities who are ageing</a>
<a href="#">CHCDIS322A</a>	<a href="#">Support community participation and inclusion</a>
<a href="#">CHCDIS323A</a>	<a href="#">Contribute to skill development and maintenance</a>

### **Working with people with mental health issues**

<a href="#">CHCMH301A</a>	<a href="#">Work effectively in mental health</a>
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### **Organisational support**

<a href="#">CHCADMIN302C</a>	<a href="#">Provide administrative support</a>
<a href="#">CHCINF303A</a>	<a href="#">Contribute to information requirements in the community sector</a>
<a href="#">CHCINF408C</a>	<a href="#">Comply with information requirements of the aged care and community care sectors</a>
<a href="#">CHCORG322B</a>	<a href="#">Contribute to implementation of service delivery strategy</a>

### **Working with children and young people**

<a href="#">CHCCHILD404A</a>	<a href="#">Support the rights and safety of children and young people</a>
<a href="#">CHCYTH301D</a>	<a href="#">Work effectively with young people</a>
<a href="#">CHCYTH401A</a>	<a href="#">Engage respectfully with young people</a>

### **Leisure and health**

<a href="#">CHCRH401A</a>	<a href="#">Work effectively in the leisure and health industry</a>
<a href="#">CHCRH402A</a>	<a href="#">Undertake leisure and health programming</a>
<a href="#">CHCRH404A</a>	<a href="#">Plan, implement and monitor leisure and health programs</a>