



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHC40208 Certificate IV in Home and Community Care**

**Release: 1**

## CHC40208 Certificate IV in Home and Community Care

### Modification History

Not Applicable

### Description

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

These workers:

- Carry out activities related to maintaining an individual's well being through personal care and/or other activities of living
- May provide services to individuals with complex needs, and/or work with groups of older people Work may include training and support to promote independence and community participation, which may be provided as part of activities and programs in a variety of home and community care settings
- Report to service managers and liaise with professionals and other service providers
- May be required to supervise and/or coordinate a limited number of other workers.

**Occupational titles** may include:

- Assistant coordinator
- Assistant team leader
- Care team leader
- Community house worker
- Community support worker
- Day activity worker
- In-home respite care
- Personal care worker
- Senior community care worker
- Service coordinator
- Support worker
- Transport coordinator

### Pathways Information

Not Applicable

### Licensing/Regulatory Information

Not Applicable

## Entry Requirements

### Entry requirements

To gain entry into *CHC40208 Certificate IV in Home and Community Care* a candidate must be recognised as competent, through a recognised training program or recognition process, against the following core units from *CHC30308 Certificate III in Home and Community Care* (or equivalent):

CHCAC318B Work effectively with older people

CHCDIS301B Work effectively with people with a disability

CHCICS304B Work effectively with carers

## Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

## Packaging Rules

### PACKAGING RULES

15 units are required for award of this qualification including:

- 6 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A electives which are recommended for culturally aware and respectful practice
- Group B electives which are recommended for advanced care work
- Group C electives which are recommended for service coordination work
- Other relevant electives listed below
- 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, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the NTIS or other public listing

### Core units

CHCAC416A Facilitate support responsive to the specific nature of dementia

CHCCS411B Work effectively in the community sector

CHCHC401B Coordinate and monitor home based support

CHCICS402A Facilitate individualised plans

**AND one of each of the following pairs of units:**

HLTOHS300B                      Contribute to OHS processes

**OR**

CHCOHS312B                      Follow safety procedures for direct care work

**AND**

HLTHIR403C Work effectively with culturally diverse clients and co-workers

**OR**

HLTHIR404D 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.

**Group A electives - recommended for culturally aware and respectful practice**

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 not selected as core:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

**Group B - electives recommended for advanced care work**

Those working in delivery of advanced care services should have the skills and knowledge addressed by:

CHCICS401A Facilitate support for personal care needs

In addition, at least 4 of the following units are recommended as electives for work in advanced care services delivery in a home and community care context:

CHCAC410A Collect technical data to support client health care plan (Note pre-requisite HLTAP301B)

CHCAD401D Advocate for clients

CHCCM404A Undertake case management for clients with complex needs

CHCCS426A Provide support and care relating to loss and grief

CHCPA301B Deliver care services using a palliative approach

HLTAP301B Recognise healthy body systems in a health care context

HLTAP401B Confirm physical health status

**Group C - electives recommended for service coordination work**

At least 5 of the following units are recommended to be selected for service coordination work in a home and community care context

CHCADMIN403D Undertake administrative work

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400B Work within a relevant legal and ethical framework

CHCNET404A Facilitate links with other services

CHCORG406B Supervise work

CHCORG423B Maintain quality service delivery

**Other 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**

- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400B Work within a relevant legal and ethical framework
- CHCCS401B Facilitate responsible behaviour
- CHCCS417A Provide support and care relating to suicide bereavement
- CHCCS422A Respond holistically to client issues and refer appropriately
- CHCCS426A Provide support and care relating to loss and grief
- CHCDIS405A Facilitate skills development and maintenance
- CHCICS403A Conduct individual assessment
- CHCICS404A Plan and provide advanced behaviour support
- CHCICS405A Facilitate groups for individual outcomes
- CHCICS406A Support client self management
- CHCICS407A Support positive lifestyle
- CHCICS408A Provide support to people with chronic disease
- CHCICS409A Recognise and respond to suspected abuse of vulnerable people
- CHCICS410A Support relationships with carers and families
- CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively
- CHCPAS401A Undertake pastoral care work
- HLTFS207C Follow basic food safety practices
- HLTFS309C Oversee the day-to-day implementation of food safety in the workplace
- HLTFS310C Apply and monitor food safety requirements
- Medication and health professional support**
- CHCCS305B Assist clients with medication (*Note pre-requisite HLTAP301B*)
- CHCCS424A Administer and monitor medications (*Note pre-requisites CHCCS305B, HLTAP301B*)
- CHCCS425A Support health professional
- HLTFA301C Apply first aid
- HLTFA402C Apply advanced first aid (*Note pre-requisite HLTFA301C*)
- Working with older people**
- CHCAC317A Support older people to maintain their independence
- CHCAC412A Provide services to older people with complex needs (*Note pre-requisite CHCAC318B*)
- CHCAC417A Implement interventions with older people at risk of falls
- CHCPA402B Plan for and provide care services using a palliative approach
- Working with people with disabilities**
- CHCDIS400C Provide care and support
- CHCDIS409A Provide services to people with disabilities with complex needs
- CHCDIS410A Facilitate community participation and inclusion
- CHCDIS411A Communicate using augmentative and alternative communication strategies
- Working with people with mental health issues**
- CHCMH402A Apply understanding of mental health issues and recovery processes
- CHCMH411A Work with people with mental health issues
- Working with people with alcohol and other drug issues**
- CHCAOD402B Work effectively in the alcohol and other drugs sector
- Leisure and health**
- CHCRH401B Work effectively in the leisure and health industry
- CHCRH402A Undertake leisure and health programming
- CHCRH404A Plan, implement and monitor leisure and health programs

**Team coordination and supervision**CHCCOM403A Use targeted communication skills to build relationshipsCHCORG406B Supervise workCHCORG423B Maintain quality service delivery**Organisation support**BSBWOR401A Establish effective workplace relationshipsCHCADMIN403D Undertake administrative work**Oral health**CHCOHC303A Use basic oral health screening toolsCHCOHC401A Inform and encourage clients and groups to understand and achieve good oral healthCHCOHC402A Support and encourage clients and groups to learn practical aspects of oral health careCHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issuesCHCOHC406A Provide or assist with oral hygieneCHCOHC407A Apply and manage use of basic oral health products**Unit Grid**

BSBWOR401A Establish effective workplace relationships  
 CHCAC317A Support older people to maintain their independence  
 CHCAC318B Work effectively with older people  
 CHCAC410A Collect technical data to support client health care plan  
 CHCAC412A Provide services to older people with complex needs  
 CHCAC416A Facilitate support responsive to the specific nature of dementia  
 CHCAC417A Implement interventions with older people at risk of falls  
 CHCAD401D Advocate for clients  
 CHCADMIN403D Undertake administrative work  
 CHCAOD402B Work effectively in the alcohol and other drugs sector  
 CHCCM404A Undertake case management for clients with complex needs  
 CHCCOM403A Use targeted communication skills to build relationships  
 CHCCS305B Assist clients with medication  
 CHCCS400B Work within a relevant legal and ethical framework  
 CHCCS401B Facilitate responsible behaviour  
 CHCCS411B Work effectively in the community sector  
 CHCCS417A Provide support and care relating to suicide bereavement  
 CHCCS422A Respond holistically to client issues and refer appropriately  
 CHCCS424A Administer and monitor medications  
 CHCCS425A Support health professional  
 CHCCS426A Provide support and care relating to loss and grief  
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 CHCDIS405A Facilitate skills development and maintenance  
 CHCDIS409A Provide services to people with disabilities with complex needs  
 CHCDIS410A Facilitate community participation and inclusion  
 CHCDIS411A Communicate using augmentative and alternative communication strategies  
 CHCHC401B Coordinate and monitor home based support

CHCICS401A Facilitate support for personal care needs  
CHCICS402A Facilitate individualised plans  
CHCICS403A Conduct individual assessment  
CHCICS404A Plan and provide advanced behaviour support  
CHCICS405A Facilitate groups for individual outcomes  
CHCICS406A Support client self management  
CHCICS407A Support positive lifestyle  
CHCICS408A Provide support to people with chronic disease  
CHCICS409A Recognise and respond to suspected abuse of vulnerable people  
CHCICS410A Support relationships with carers and families  
CHCLLN403A Identify clients with language, literacy and numeracy needs and respond effectively  
CHCMH402A Apply understanding of mental health issues and recovery processes  
CHCMH411A Work with people with mental health issues  
CHCNET404A Facilitate links with other services  
CHCOHC303A Use basic oral health screening tools  
CHCOHC401A Inform and encourage clients and groups to understand and achieve good oral health  
CHCOHC402A Support clients and groups to learn practical aspects of oral health care  
CHCOHC404A Recognise and respond to signs and symptoms that may indicate oral health issues  
CHCOHC406A Provide or assist with oral hygiene  
CHCOHC407A Apply and manage use of basic oral health products  
CHCOHS312B Follow safety procedures for direct care work  
CHCORG406B Supervise work  
CHCORG423B Maintain quality service delivery  
CHCPA301B Deliver care services using a palliative approach  
CHCPA402B Plan for and provide care services using a palliative approach  
CHCPAS401A Undertake pastoral care work  
CHCRH401B Work effectively in the leisure and health industry  
CHCRH402A Undertake leisure and health programming  
CHCRH404A Plan, implement and monitor leisure and health programs  
HLTAP301B Recognise healthy body systems in a health care context  
HLTAP401B Confirm physical health status  
HLTFA301C Apply first aid  
HLTFA402C Apply advanced first aid  
HLTFS207C Follow basic food safety practices  
HLTFS309C Oversee the day-to-day implementation of food safety in the workplace  
HLTFS310C Apply and monitor food safety requirements  
HLTHIR403C Work effectively with culturally diverse clients and co-workers  
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people  
HLTOHS300B Contribute to OHS processes