

Level 1 - Certificate in Community and Social Services (Senior Services)

Purpose

The objective of this qualification is to provide learners with the skills and knowledge required to work as Health Attendant, Home Helper or Personal Care Attendant in the Senior Services sub-sector of the Community and Social Services industry.

Course Outcome

- Ability to perform a range of work activities, most of which are routine and in a stable and predictable context
- The knowledge acquired is mainly factual or procedural, requiring basic comprehension skills
- Activities are carried out under clear instructions and close supervision, hence requiring minimal judgment

Course Structure

There are 12 modules under the Certificate in Community and Social Services (Senior Services) level, comprising 7 core units and 5 elective units, from a pool of 8 Senior Services elective selections.

Course Modules

1	CS-SH-101C-1 Follow Workplace Safety and Health (WSH) procedures <ul style="list-style-type: none">• Observe workplace safety and health policies and procedures• Follow policies and procedures to prevent infections in the workplace• Use strategies to prevent work overload and manual handling injuries• Work in a safe manner
2	CS-CP-103C-1 Apply common processes in Senior Services <ul style="list-style-type: none">• Identify issues impacting on services and programme delivery and comply with requirements within Senior Services• Work effectively with others in Senior Services• Participate in services and programme delivery in Senior Services
3	CS-CT-101C-1 Communicate with clients and colleagues <ul style="list-style-type: none">• Collect information and follow-up effectively with clients and colleagues within organisational framework• Communicate with clients and colleagues• Use written forms of communication as required
4	CS-SH-201C-1 Participate in Workplace Safety and Health (WSH) procedures (L2 import) <ul style="list-style-type: none">• Observe Workplace Safety and Health policies and procedures• Apply workplace procedures for hazard identification and risk control• Contribute to Workplace Safety and Health in the workplace

5	<p>CS-SP-103C-1 Prepare for work in the Community and Social Services sector</p> <ul style="list-style-type: none"> • Explore employment opportunities in the Community and Social Services sector • Interpret job responsibilities • Understand organisational and team goals
6	<p>CS-WR-202C-1 Participate in the work environment (L2 import)</p> <ul style="list-style-type: none"> • Operate in the work environment • Co-operate with colleagues and team members • Support the philosophy of the organisation • Review own work performance
7	<p>TH-RM-104E-0 Demonstrate First Aid / CPR</p> <ul style="list-style-type: none"> • Follow emergency action principles • Demonstrate first aid for airway and breathing emergencies • Demonstrate CPR skills
8	<p>CS-CSV-102E-1 Transport Senior Services clients</p> <ul style="list-style-type: none"> • Prepare vehicle for transport • Prepare client for transport • Transport client
9	<p>CS-CSV-104E-1 Support clients in their activities of daily living and leisure</p> <ul style="list-style-type: none"> • Support clients with their activities of daily living • Recognise and report changes in a client's ability to undertake activities of daily living and/or leisure • Support clients to maintain an environment that maximises their independence, safety and security
10	<p>CS-SH-103E-1 Perform general housekeeping duties to maintain clean environment</p> <ul style="list-style-type: none"> • Observe workplace safety and health policies and procedures (Employability Skills System Workplace Skills Series: Workplace Safety and Health, 8.1) • Maintain surface cleaning and finishes • Maintain a safe work environment
11	<p>CS-SH-104E-1 Recognise and report illness, accidents and emergencies</p> <ul style="list-style-type: none"> • Observe workplace safety and health policies and procedures • Report illness and potential illness • Report emergency situations
12	<p>CS-SH-108-1 Assist in the provision of a safe, hygienic and supportive environment</p> <ul style="list-style-type: none"> • Monitor and maintain the safety of the environment • Prepare equipment, personal protective equipment, resources and practice appropriate personal hygiene procedures • Anticipate and respond to client needs according to client's background