

Informed Choices – Individual Client Support

Before you Enrol

If you intend to enrol in aged care or disability qualifications, please review the inherent requirements outlined in this statement and think about whether you might experience challenges in meeting them.

- Inherent requirements are the core activities, tasks or skills that are a major part of a job or essential to a specific position, and there can be significant consequences if they are not performed.
- If you think you might experience challenges related to disability, a health condition, or for any other reason, you should discuss your concerns with lecturing staff, a Student Services Officer, or Disability Access and Equity Officer.

Core Skill Requirements (Inherent Requirements)

To work in the aged care and disability areas, the following skills needs to be considered;

- **Observational skills – this includes the ability to:**
 - see and hear changes in people’s behaviour, ability, health or living conditions
 - identify safety hazards and risks
 - read and interpret non-verbal cues (eg. facial expressions, body language)
 - identify verbal distress, aggression and associated risk factors that may be unseen
- **Communication skills – this includes the ability to:**
 - speak clearly, plainly and audibly when communicating
 - communicate verbally with a range of people eg. clients, families, co-workers
 - understand and follow written and verbal instructions
 - complete documents and write basic reports
 - use computers for communication eg. emails, documents, reporting
 - communicate and work with other people as a team
 - understand and respond appropriately to verbal and non- verbal communication
 - differentiate sounds that may alert you of a problem eg. soft calls, coughs, choking, alarms
- **Technical and / or Motor skills – this includes the ability to:**
 - safely perform manual tasks eg. bending, squatting, kneeling, crouching, repetitive movements, moving people, assisting people in and out of chairs, carry groceries
 - use fine motor skills to assist people e.g. with dressing, meals and other tasks
 - use equipment eg. push wheelchairs, computers, move trolleys and lifting machines
 - be on your feet for extended periods of time, both walking and standing
 - assist with bodily functions and deal with body fluids eg. urine, faeces, blood
- **Cognitive / intellectual skills – this includes the ability to:**
 - gather, understand and organise information
 - maintain a sufficient level of concentration to complete an activity / task
 - use judgement / basic problem-solving skills eg. to respond to immediate safety risks
 - recall and communicate information
 - understand another person’s perspective / opinions and respect choices
 - undertake basic arithmetic calculations eg. calculate timelines, weight loss/gain
 - be attentive eg. to identify risks, to identify changes
 - perform tasks in a safe manner and within reasonable timeframes

- **Behavioural and social skills – this includes the ability to:**
 - control expression of own emotions
 - have close contact with individuals
 - provide assistance to both genders
 - respect personal and professional boundaries – including use of social media
 - adapt to change
 - demonstrate tolerance, patience and willingness to work with people from different backgrounds
 - take responsibility for own actions
 - demonstrate professional behaviour
 - maintain confidentiality

Language, Literacy & Numeracy

The Language, Literacy & Numeracy requirements are core skills for all job roles at all levels. The Australian Core Skills Framework (ACSF) indicates that the five core skill areas are reading, writing, numeracy, oral communication and learning which we apply in our personal and community; workplace and employment; and education and training.

Some of the core language, literacy and numeracy (LLN) skills for entry into this Industry are:

- **Learning** – legal and ethical guidelines of work, understand human needs, individual differences, service standards, safety policies and procedures
- **Reading Skills** - reading and understanding client support plans, procedures and work instructions, industry specific terminology and symbols, workplace safety signs
- **Writing Skills** - completing forms, documents, WHS reports, taking messages
- **Oral Communication** –active listening skills, communicating with clients and their family, team members. Communicating with clients who have impaired communication. Effective questioning, phone skills and providing information to team members.
- **Numeracy Skills** – reading weights and measurements, measuring fluids, calculating timeframes, interpreting and filling in charts.

Australian Core Skills Framework: [Core Skills Profile for Adults \(tafesa.edu.au\)](http://tafesa.edu.au)

Employability Skills

Below are some examples of the important individual personal skills students need to demonstrate during training and are highly valued by industry:

- **Communication**
The ability to develop and maintain relationships, trust and confidence.
The ability to communicate with a range of people from different backgrounds.
- **Teamwork**
The ability to work with other people for a common outcome.
Respect for other people and their role within the work team.
The ability to accept direction and feedback.
- **Problem solving**
The ability to identify potential problems and respond appropriately.
The ability to ask questions and seek clarification when necessary.
- **Initiative and enterprise**
Motivation and interest.
The ability to seek assistance when necessary.
Foresight / the ability to see what needs to be done.
- **Planning and organising**
Appropriate time management skills.

The ability to prioritise, plan and organise own workload.

- **Self-management**

Seek feedback and reflect on your own performance

Accept responsibility for own actions.

- **Learning**

Ability to identify own strengths and weaknesses and seek assistance where necessary.

The ability and motivation to build on past knowledge and experience.

The ability to take on new information and tasks.

- **Technology**

The ability to learn and adapt to new technology.

The ability to access information and use digital media for study and work.

Industry Legislation or Licencing

In line with Federal Government Regulations, legislation and organisational policies, students are required to complete what is commonly referred to as a *criminal history check* prior to commencing vocational work placement.

Depending on organisational requirements, these may be in the form of a:

- National Police Certificate (NPC)
- NDIS - National Disability Insurance Scheme Clearances
- Working with Children Check (depending on your work placement)

Note: The Placement Unit will assist you in applying for the above clearances once you commence the course.

Placement providers will request to see evidence of one or more, of the above, before accepting a student on placement.

There is a cost to the student for their criminal history checks. These costs are in addition to student's tuition fees. As a TAFE SA student you may be eligible for a discount when applying for these clearances through the TAFE SA Placement Unit.

Depending on the placement provider, the student may be required to show evidence that their immunisations are up to date.

The student will be required to demonstrate they are up to date with the following immunisations:

- Influenza (annually)
- COVID – 19 (Dose 1, 2 and first booster). Some facilities may be able to accept students without vaccination in extenuating circumstances.

Some students may need to update their immunisations which may also incur a cost. This cost will be in addition to their tuition fees.

Students who do not submit their proof of vaccination and criminal history checks to the Placement Unit will not be able to undertake placement.