

WORK PLACEMENT CHECKLIST

The following checklist is to ensure the facility or community care organisation meets the conditions as set for the training requirements for the qualifications "CHC43115 Certificate IV in Disability". Please ensure all items are ticked off as being completed. Prior to or during the enrolment process you are given at least 90 days to secure a confirmed organisation for workplacement and to notify ACCSC via email at enquiries@accsc.com.au

Workplace Supervision

- An induction including emergency procedures and tour of facility/organisation and introduction to appropriate personnel is conducted prior to commencement of any work experience (use attached induction checklist on P3, or induction process used by organisation)

- A 'buddy' system is used

- A suitably qualified or experienced person with relevant knowledge and skills is available to oversee the learner's work placement

Workplace Tasks

The learner has access to work tasks relevant to their future role as support worker/ community support worker, including but not exclusive to-

- Interactions with people from a diverse range of backgrounds
- Dementia specific care
- Involvement in team meetings

Workplace Facility and Equipment

- The learner has access to all relevant policies and procedures
- The learner has access to individualised plans, relevant forms, etc.

The work place provides the following:

- Personal protective equipment
 - Equipment/aids which may include:*
 - shower chairs, shower trolleys, shower bed, bath boards
 - toileting aids
 - continence products

- transfer aids such as hoists, rails, sara stedy, slide sheets, transfer belts, weighing devices
- mobility aids: such as wheelchairs, walking aids (frames, walking sticks)
- protective aids: hip protectors, alert and safety devices: activity monitors, emergency call
- systems, key safe, medical condition I.D.
- seating, sleeping, body support: day chairs, pressure reduction chairs, electric lounge chair, adjustable beds, fall mats, bed poles
- eating and drinking aids/accessories: clothing protectors, assistive plates, bowls, cups, cutlery

Learner Induction Checklist

| Item | Notes | Completed (√) |
|--|-------|--------------------------|
| Starting and finishing times, break times | | <input type="checkbox"/> |
| Names and roles of key personnel | | <input type="checkbox"/> |
| Location of organisation: Head office? (if applicable) | | <input type="checkbox"/> |
| Work Health and Safety procedures used e.g.: <ul style="list-style-type: none"> • Emergency procedures • Risks/hazards | | <input type="checkbox"/> |
| Maintaining confidentiality | | <input type="checkbox"/> |
| Overview of learner's duties | | <input type="checkbox"/> |
| Other relevant information about the organisation | | <input type="checkbox"/> |