

**National Certificate in Community Support Services – Level 2
Foundation Skills**

The National Certificate in Community Support Services (Foundation Skills) was registered for the National Qualifications Framework in July 2007. It is designed to provide an introduction to care and support work for employees who are new to the area, or to provide a formal qualification to recognize the current competencies of employees who are already experienced.

Each part of the course is called “a unit standard”. A list of the unit standards for this qualification is given in the table below. A workbook has been developed for each unit standard which contains learning material, learning activities, assessment and a section for verification of competency to be recorded. Most of the material required to achieve competency is covered in the workbook, although copies of Panacea policies and procedures will also be referenced from time to time.

| Description of Unit Standard | Credits towards qualification |
|--|--------------------------------------|
| Demonstrate knowledge of the role of a support worker in a health or disability setting | 6 |
| Describe a consumer’s rights and responsibilities in a health or disability setting. | 1 |
| Support a consumer’s well being and quality of life in a health or disability setting. | 6 |
| Apply service delivery plan requirements to meet the needs of consumers in a health or disability setting. | 8 |
| Describe a safe working environment for support workers in a health or disability setting. | 8 |
| Maintain a safe and secure environment in a health or disability setting. | 5 |
| Demonstrate knowledge of infection control requirements in a health or disability setting. | 3 |
| Demonstrate knowledge of handling equipment and people safely in a health or disability setting. | 4 |
| Demonstrate knowledge of pre-packaged medication used in a health or disability setting. | 2 |

National Certificate in Community Support Services (Foundation Skills)

Two types of assessment are used to determine competency.

1. The workbooks contain activities and questions which must be correctly answered.
2. The Service Manager, Nurse Adviser or Staff Development Manager at Panacea will assess you when you are ready, as the final confirmation that you have attained competency.

When the workbooks have been completed, and you have been practically assessed as competent in all of the units, your results will be submitted so that the results can be entered on your Record of Learning, and you will be awarded your certificate.

It is anticipated that the qualification will be completed within six months.