

## **National Certificate in Community Support Services – Level 3 Core Competencies**

The final version of the National Certificate in Community Support Services (Core Competencies) was registered for the National Qualifications Framework in September 2008. It is designed to provide employees with core transferable skills and knowledge required of support workers. It builds on the National Certificate in Community Support Services Level 2. It is a pre-requisite to any of the strand National Certificate in Community Support Services at levels 3 and 4.

Each part of the course is called “a unit standard”. The qualification consists of a compulsory section of 11 unit standards which total 44 credits, and an elective section from which 13 credits must be chosen.

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.

The assessment requires each trainee to complete an assessment portfolio that comprises two sections:-

1. Assessment tasks and/or
2. workplace verification tasks to confirm a trainee’s competency in practical tasks, understanding of policies and procedures, and application of learning to the job.

When the trainee assessment portfolio has been completed, it must be signed off by the nominated assessor. Your successful results will be submitted so that the results can be entered on your Record of Learning, and you will be awarded your certificate.

There is no required timeframe for completion, although it is desirable to complete the learning in a timely manner. It is anticipated that the course will take between 12 and 24 months to complete.

This course is part of a suite of qualifications known collectively as the Career Pathway Qualifications which have been developed to meet the needs of the health and disability sector.

These qualifications currently include:-

- National Certificate in Community Support Services (Foundation Skills) – Level 2
- National Certificate in Community Support Services (Core Competencies) – Level 3
- National Certificate in Community Support Services (Intellectual Disability) – Level 3
- National Certificate in Community Support Services (Residential) – Level 3
- National Certificate in Community Support Services (Human Services) – Level 3

National Certificate in Community Support Services (Core Competencies)

You are required to pass all the mandatory units.

<b>Mandatory Units</b>	<b>Credits towards qualification</b>	<b>Level</b>
Recognise Indicators and describe responses to suspected abuse of people using health or disability services.	4	3
Contribute within group/team which has an objective(s).	3	3
Apply knowledge of a consumer's rights and responsibilities in a health or disability setting.	2	3
Support a consumer's well-being and quality of life in a health or disability setting.	6	2
Maintain a safe and secure environment in a health or disability setting.	5	2
Describe and apply culturally safe operating principles and Maori values in a health, disability or community setting.	6	3
Describe self-advocacy and support a self-advocacy process in a health or disability setting.	3	3
Provide support to a person whose behaviour presents challenges in a health or disability setting.	4	3
Demonstrate knowledge of risk management planning in a health, disability or community setting.	2	3
Describe ethical behaviour in a health, disability or community setting.	3	3
Demonstrate knowledge of the role of a support worker in a health or disability setting.	6	2

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You are required to get 13 credits at level 3 or above from any of the elective units.

<b>Elective Units</b>	<b>Credits towards qualification</b>	<b>Level</b>
Demonstrate musculo-skeletal care and handle people safely in a health or disability setting.	5	3
Listen to gain information in an interactive situation.	3	3
Demonstrate knowledge of causes and associated conditions related to intellectual disability.	3	3
Demonstrate knowledge of causes and common effects of physical disability.	3	3
Support a consumer to take prescribed medication in a health or disability setting.	2	3
Describe and apply culturally safe operating principles and Pacific values in a health, disability or community setting.	6	3
Support a person to participate as a member of the community in a health or disability setting.	3	3
Support a person to meet their personal care needs in a health or disability setting.	6	3
Respond to loss and grief in a health, disability or community setting.	2	3
Apply a risk management plan for a person in a health, disability or community setting.	4	4
Support, mentor and facilitate a consumer to maximize independence in a health or disability setting.	6	3
Demonstrate knowledge of the impact of change in support services in a health or disability setting.	4	2